Hornsby Heights Public School
Parents & Citizens’ Association
Band Sub-Committee
Terms of Reference

1. **Purpose**
The Band Program is an extra-curricula activity for students in Years Three to Six. The program encourages children to develop a broad appreciation of music and assists students to develop coordination and social skills and to build confidence and self-esteem. In particular the sub-committee shall provide a high-quality, low-cost avenue for musical study and performance through:

- establishing appropriate bands and/or ensembles to meet the needs and levels of skills of participating students;
- conducting assessments of interested students and advising them of their aptitude and appropriate instruments;
- liaising with and paying contract band director(s);
- coordinating band and sectional rehearsals outside school hours;
- ensuring that attendance rolls are maintained and that a parent representative is in attendance at each such rehearsal;
- negotiating with the Principal for the allocation of school time for rehearsals, sectional, and private tuition at the school by contract teachers;
- liaising with contract music teachers to provide private tuition at the school during school hours;
- determining and collecting appropriate fees for tuition, band camps and instrument hire;
- identifying and/or organizing appropriate opportunities for student to compete or perform, including eisteddfods, school event and/or community events;
- subject to approval by the Association, purchasing appropriate instruments for donation to the school to augment or replace instruments in the school’s collection;
- hiring out instruments to participating students;
- maintaining a register of school instruments;
- purchasing and maintaining appropriate band equipment and musical scores;
- coordinating the transport of students to performances and rehearsals by bus or private car;
- coordinating the transport of instruments and equipment to external rehearsals and performances;
- arranging for children to attend external musical workshops, when appropriate;
- providing tuition, attendance at band camps and/or instrument hire, as appropriate, in accordance with the Association’s policy for the charitable provision of goods and services by sub-committees;
- undertaking associated administrative tasks and maintain accurate accounts;
- undertaking any other necessary activities consistent with the sub-committee’s purpose.

2. **Membership**
The sub-committee shall comprise interested members of the Association and other interested
members of the school community.

3. **Meetings**
The sub-committee shall elect a Chairperson and hold meetings as appropriate for the effective operation of the sub-committee.

4. **Finances**
   4.1 **Ownership of Funds**
   In accordance with the Association’s constitution, any funds raised or handled by the sub-committee are legally funds of the Association.

   4.2 **Funds for Normal Operation**
   The sub-committee shall raise all funds necessary for its normal operation. The Association may provide additional funds for special projects.

   4.3 **Day-to-day Expenditure**
   The sub-committee has delegated authority to spend the following amounts per term as required for the day-to-day operation of the Band committee without reference to the Association:

<table>
<thead>
<tr>
<th>Term</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Term One</td>
<td>$12,000</td>
</tr>
<tr>
<td>Term Two</td>
<td>$6,000</td>
</tr>
<tr>
<td>Term Three</td>
<td>$15,000</td>
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<tr>
<td>Term Four</td>
<td>$11,000</td>
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</tbody>
</table>

   4.4 **Additional Expenditure**
   Any expenditure beyond the amounts specified in 4.3, or on any purchase not consistent with the sub-committee’s purpose, must have prior approval by a general meeting of the Association or, in the case of an emergency, by three members of the Executive Committee, subject to the sub-committee having raised adequate funds to cover the propose purchased.

   4.1 **Financial Management**
   The subcommittee shall comply with the ‘Guidelines for Financial Management’.

5. **Reporting to the Association**

   5.1 **Representation on the Association**
   The sub-committee shall elect one of its members to represent it at meetings of the Association. The representative shall be a member of the Association.

   5.2 **Reporting to the Association**
   The sub-committee shall provide monthly financial report and an Annual Report to the Association’s Annual General Meeting.