

Southern Counties Amateur Bands Association (known as scaba)

Roles and Responsibilities of Executive Committee Members

a) Chairperson

The Chairperson will chair all meetings (except as detailed in 7.2.d) and ensure that the Executive Committee functions properly.

b) Secretary

The Secretary shall be responsible for:

- Administration of all forms of membership of scaba and any associated groups.
- All publicity and media engagement for scaba and any associated groups.
- All administration relating to any scaba meetings.
- All functions relating to any Contest, Festival or other event organised by scaba, with the assistance of the Contest Administrator or other nominated persons where appropriate.
- All formal communication between scaba and third parties.

It is important to note that although the Secretary must ensure these responsibilities are met, much of the work may be delegated.

c) Treasurer

The treasurer shall be responsible for:

- General financial oversight of scaba activities
- Financial planning and budgeting
- Financial reporting
- Banking, book-keeping and record-keeping.

d) Safeguarding Officer

The Safeguarding Officer shall:

- Complete DBS checks for all adults identified as requiring DBS clearance under the scaba Safeguarding policy.
- Maintain a working knowledge of current Safeguarding policies and procedures as recommended by Brass Bands England, and make any appropriate recommendations to the Executive Committee to ensure compliance
- Act as the focal point for any concerns.
- Be identifiable to participants in any training band or other scaba activities but must have a degree of independence from these activities.

It is important to note that the role of Safeguarding Officer is advisory and carries no legal liability.

All members of the scaba Executive Committee and adult volunteers working with any band or other group organised under the auspices of scaba are responsible for compliance with scaba and National Safeguarding policies and procedures.

e) Contest Administrator

The contest administrator shall be responsible for:

- Receiving and acknowledging entries to each scaba Contest
- Requesting information from the appropriate National Registry for contest registrations
- Any other tasks as delegated by the Secretary.

f) Minute Secretary

The Minute Secretary shall record minutes of all scaba meetings and send them to the Secretary no later than 10 days after the date of each meeting.

g) Property Officer

The Property Officer shall be responsible for:

The safekeeping, inventory and maintenance of all of the association's fixed assets, including

- Maintaining current records of the whereabouts of all scaba Trophies.
- Ensuring trophies are returned in good time for each contest.
- Maintenance of all trophies and recommendations for renewal/replacement as appropriate.

h) Executive Committee

Executive committee members shall provide functional support to the Secretary as required.

President and Vice-President are Honorary positions and the incumbents may be asked to act in an advisory capacity. These positions carry no specific responsibilities, and the President and Vice Presidents are not required to attend meetings.

Roles & Responsibilities adopted by EGM 29 October 2017