

Australian Pipe Band College Victorian Branch Committee

Terms of Reference

Version 1.1, February 2024

Context

The Australian Pipe Band College Regulation (v2.2, 2018) (the *regulation*) provides for a College Branch and a College Branch Committee (regulations 5.1 and 6.2).

The objects of a College Branch are those of the College (regulation 2.1) but primarily limited to the Branch's sphere of activity (regulation 5.1). Explicitly,

a College Branch shall serve the bands and members registered or affiliated with the association through the Branch with which it is associated. (reg 5.1)

Further,

a College Branch shall be administered by a College Branch Committee comprising the Chairman, Secretary, Treasurer and three other persons nominated by [the] Branch with which that College Branch is associated together with the Vice-Principals for that College Branch appointed pursuant to this Regulation. (reg 6.2)

These Terms of Reference, for the Victorian College Branch Committee (the *committee*), are intended to supplement the association regulation by providing guidance to members of the Victorian branch (Pipe Bands Victoria) about the committee's membership, functions and meeting procedures.

Every effort has been made to ensure that these Terms of Reference are fully compliant with the relevant decisions, directions and policies of the association's Committee and Council, as required by regulation 6.3. Where that is found to not be the case, the association's decisions, directions and policies have primacy, and the committee's Terms of Reference will be amended.

Purpose

The purpose of the College Branch Committee is to administer and support the College Branch, subject to regulation 6.3 that requires the committee to comply with decisions, directions and policies determined for the College by the Committee and the Council.

The purpose (objects) of the College, and therefore the College Branch are to (reg 2.1):

- provide an interest for the youth of Australia and to raise the standard of Australian pipe bands;
- encourage interested persons to take a broader and deeper interest in piping, drumming, and dress and drill and provide tuition therein;
- establish and maintain appropriate standards for examination in proficiency in piping, drumming, dress and drill and matters pertaining to pipe bands generally, and to grant Certificates and Diplomas to those attaining those standards in the manner from time to time prescribed by the College;
- prepare and issue material in furtherance of these objects for the guidance of instructors, adjudicators and all interested persons;
- precise expert advice to the association, its Branches and members; and
- preserve the musical and cultural heritage of the Celts in recognition of the part they played in the settlement and growth of Australia.

Supporting the Branch College to fulfill its purpose (objects), the committee has the power to do all things reasonably necessary and desirable (reg 6.4).

Explicitly for the Victorian College Branch, the committee shall have the responsibility and accountability to the Branch Council and Branch Executive to ensure that the Branch Council fulfills its purpose.

Membership

The membership of the committee, as per regulation 6.2, is:

Chair, Pipe Bands Victoria (Chair)

Treasurer, Pipe Bands Victoria

Secretary, Pipe Bands Victoria

Vice Principal, Piping

Vice Principal, Drumming

Vice Principal, Ensemble

Vice Principal, Drill and Dress

Vice Principal, Rules and Administration

Branch nominees (x3)

Individuals on the committee as branch or college officials (Branch Chair, Treasurer, Secretary, and Vice Principals) will be a member of the committee only while they hold that office. On ceasing their branch or college office role they will cease to be a member of the committee.

Individuals on the committee as branch nominees will be appointed for a term of two years, renewable for a maximum of a further two years (four years total). Any such individual may be reappointed to the committee at a future time after a minimum of four years (two terms) absence from the committee.

Vice Principals will be appointed for a term of two years, renewable for a further two years (four years total). An individual may be reappointed as a Vice Principal to the same division at a future time after a minimum of four years (two terms) absence from that role. An individual may be appointed as Vice Principal to a different division. The term of that appointment would be as for a new Vice Principal appointment.

In anticipation of PBV's future Gender and Equity Policy, committee membership should be as gender balanced as possible.

Meetings and meeting procedure

The committee will meet as required, or as directed by the Branch Council or Branch Executive. It is expected that the committee will meet at least quarterly.

Meetings may be in person, on-line, or hybrid.

Meetings are to be governed by PBV's *Branch Executive and Council Meeting Procedure Rules (Standing Orders) (2023)*, noting that there are provisions within those Orders that relate only to Branch Executive and Council meetings.

Attendance

Members are required to attend, either in person or via on-line meeting facilities (e.g., Zoom), a minimum of 75% of the committee's meetings, or three meetings a year, whichever is fewer.

Secretariat

The committee will appoint a committee secretary who will provide for the effective operation of committee proceedings, as well as ensuring that committee members are fully informed and prepared.

The committee secretary will prepare meeting agenda papers and meeting minutes, to be approved by committee members, to be an accurate record of the committee's discussions and decisions. Within 14 days of a committee meeting the committee secretary will provide a copy of the approved committee meeting minutes to the Branch Secretary for uploading on the PBA Victorian Branch site.

Governance

Chaired by the Branch Chairperson, the committee is subordinate to the Branch Council and Branch Executive. Either Branch Council or Branch Executive may task the committee with actions.

The committee will provide a written report to each Branch Council meeting, detailing committee activities, including College Branch appointments.

The committee will not report to the Branch's Annual General Meeting (AGM). The Branch College Vice-Principals (piping, drumming, ensemble, dress and drill, rules and administration) will table a written report of each division's activities for the year at the AGM.

Action log

Consistent with Victorian Branch Council and Branch Executive meetings, the committee shall keep a log of agreed actions.

Conflict of interest

Committee members shall abide by PBV's *Branch Executive and Council Conflict of Interest Policy (2023)*, noting that the committee is not explicitly referenced in the policy. Nonetheless, the principles, responsibilities and required actions outlined in the policy apply to the committee and its meetings.

Specific committee responsibilities

In addition to the general purpose of the committee, as detailed above (Purpose), the committee is responsible for:

- the appointment of ordinary and associate members of each division (piping, drumming, ensemble, dress and drill, rules and administration) of the College Branch, pursuant to regulation 7.3;
- the appointment of a Vice-Principal for each division of the College Branch, pursuant to regulation 7.2;
- notifying the national Secretary of all appointments to College Branch divisions, pursuant to regulation 7.6;
- working with College Branch divisions to run educational workshops to provide tuition applicable to each division, including reviewing and approving such workshops, ensuring that they are compliant with PBV's *Child Protection Policy (2022)*;
- working with College Branch divisions to run educational workshops for current and future adjudicators and administrators, thereby maintaining appropriately proficient and resourced panels; and
- providing support to the College branch as a part of its strategic and operational planning processes, including but not limited to consulting with the college branch membership as part of providing input into the development of policy and procedure.
- considering divisional recommendations of new adjudicators and, where appropriate, endorsing such recommendations for the consideration of the College.