

# Canberra City Pipes and Drums



## HANDBOOK



# AFPPD

AUSTRALIAN FEDERAL POLICE PIPES AND DRUMS

# Canberra City Pipes and Drums

## Australian Federal Police Pipes and Drums

### Table of Contents

#### Introduction to CCPD / AFPPD

Who we are .....	3
Patrons .....	3
The Australian Federal Police Pipes and Drums .....	4
Rehearsals .....	4
Learning and Induction .....	4
Fees .....	5
Social Events .....	5
Band Tartans .....	5

#### Dress Manual

Pipers Uniform .....	6
Drummers Uniform .....	7
Common to all codes of dress .....	8
Optional items for all playing members .....	8
Standards Dress Requirements .....	8
Patches / Rank Insignia / Bullion Badges / Hackles .....	9
Care, Maintenance and Wearing of Uniforms .....	10
General Maintenance of Equipment and Uniforms .....	10
Deposit and Issuing of Uniform and Equipment .....	11
Lost / Stolen Items .....	12
General Dress and Bearing .....	12

#### Band Structure

Band Officers and Management Committee .....	13
Band Officers and their Responsibilities .....	13
The Management Committee .....	15

## **Introduction to the Canberra City Pipes and Drums and the Australian Federal Police Pipes and Drums**

### **Who We Are**

The Canberra City Pipes and Drums (CCPD) is a group of musicians and friends who meet to play and enjoy Scottish Pipe and Drum music and to promote Scottish culture.

The inaugural meeting of the CCPD was held on 6 November 1990 in MacGregor Hall, Childers Street, Canberra City. The founding members of the CCPD set a clear goal of becoming Canberra's premier ceremonial Pipe and Drum Band.

From the outset, it was decided that the CCPD Band would be non-competitive, thus allowing playing members' to concentrate on building a suitable repertoire of Band music. Although noncompetitive, the Band strives to improve and maintain its performance standard through group and individual tuition, workshops and other strategies.

Non-playing members play an important role by assisting in the day to day management of the Band's affairs, including raising funds for various projects such as the purchase of uniform items, instruments and other equipment.

CCPD encourages participation from primary school-aged juniors to great-grandparents. Age is no barrier. An original objective of the Band was to promote the spirit of group fellowship and family involvement within the Band. There is now strong participation by families and many single people, both as musicians and as supporting members.

The CCPD performance calendar has continued to grow as CCPD has gained public recognition within the Canberra Region. CCPD is regularly asked to play for numerous community functions, sporting events, weddings, funerals and other private functions.

### **Patrons**

CCPD is proud to have two patrons. They are;

The Honourable Margaret Reid, Former Senator for the ACT

The Chief Minister of the ACT

## **The Australian Federal Police Pipes and Drums**

In 1993, CCPD was appointed the Honorary Pipe Band to the Australian Federal Police (AFP). In the following years, the AFP supported the Band by providing uniform items and performance opportunities. The Band displayed Police insignia and black and white dicing on glengarries and drums.

In 2006, a major development occurred in the relationship between the CCPD and the AFP, when the Band officially became the Australian Federal Police Pipes and Drums (AFPPD). The AFPPD uniform was supplemented by distinctive AFP Glengarry badges and AFPPD shoulder patches on the Band's doublets and blue Police shirts.

In its inaugural year, the AFPPD was honoured to perform at the International Police Tattoo in Adelaide and at the official dedication of the National Police Memorial in Canberra as part of the massed police pipes and drums. The AFPPD has since gained international recognition at performances including;

- Kremlin Zoria (Moscow) 2007
- Adelaide International Police Tattoo, 2008
- André Rieu concerts in Sydney and Melbourne, 2008
- Edinburgh Military Tattoo in Scotland, 2009
- Edinburgh Military Tattoo in Sydney, 2010
- Basel Tattoo Switzerland 2010

## **Rehearsals**

Rehearsals are currently held on Tuesday evenings at St John's Church Hall, 43 Constitution Avenue, Reid (between Coranderrk Street and Anzac Park West). Learners and tutors begin at 6.45pm; inducted players meet for general practice about 7:30pm. There is a break in the middle of the evening, followed by a rehearsal of the full Band on pipes and drums that finish about 9.30pm.

Friends, family and non-playing members of the Band are more than welcome to attend Band rehearsals.

## **Learning and Induction**

Learners of the Great Highland Bagpipe, Snare Drum, Tenor Drum or Bass Drum are encouraged to attend rehearsals and be tutored. To become an inducted member of the Band and be available for selection at various performances, you will have gained the required proficiency in your chosen instrument and have been assessed in your musical competency by either the Pipe Major (Bagpipes) or Drum Sergeant (Snare / Tenor / Bass). You will also be assessed by the Drum Major on drill and bearing (marching and dress standard). Any eligible person can be inducted into the CCPD or AFPPD or both.

(N.B age restrictions apply for induction to the AFPPD)

**Fees**

Annual membership in the Band is currently \$10 for a single, \$20 for a family or \$5 for concessions. This membership fee is levied against all members (playing and non playing) and covers things like postage and web hosting.

In addition, there is an administrative playing member fee (applicable to inducted and non inducted members) which covers, but is not limited to tuition, venue hire, insurance, Australian Pipe Band Association Membership and other administration costs. These fees are paid over 3, 6 or 12 months as follows;

	3 months	6 months	12 months
Single	\$55.00	\$95.00	\$175.00
Family	\$95.00	\$150.00	\$285.00

**Social Events**

The Band hosts a range of events such as ceilidhs, dinners, whisky tastings and other social events. Ceilidhs are especially important to the Band as they provide the opportunity for up and coming pipers and drummers (ie. non inducted) to “*strut their stuff*” in an informal situation. Social members are also encouraged to participate in ceilidhs, whether playing their own instruments, singing or dancing.

We are particularly proud of the success of our annual Highland Ball, which has become a highlight of the Canberra Scottish community’s social calendar and also draws guests from interstate.

**Band Tartans**

The Band’s Pipe Corps wears the Ancient Caledonian Tartan and the Drum Corps wears the City of Canberra Tartan.

The Ancient Caledonian was originally chosen as the official tartan for the Band because it is distinctive and not clan-specific.

The City of Canberra Tartan was designed by former CCPD members Peter Burrows and Stewart Smith and is predominately blue. The dark blue background, the gold and white bands represent the blue, gold and white stars on the Canberra flag and the light blue represents the Canberra bluebell.



Ancient Caledonian



Canberra Tartan

## Canberra City Pipes and Drums and Australian Federal Police Pipes and Drums Dress Manual

### Pipers Uniform and equipment

**Inducted Band members are issued with the following items of uniform:**

CCPD	AFPPD
1 x Glengarry with black & white dicing and CCPD die cast crest badge	1 x Glengarry with black & white dicing and AFPPD embroidered badge
1 x Doublet with CCPD patches, collar dogs silver buttons, pipers bullion	1 x Doublet with AFPPD patches, collar dogs, silver buttons, pipers bullion
2 x blue short sleeve shirts with CCPD patches	2 x blue short sleeve shirts with AFPPD patches
1 x Pair of CCPD soft rank insignia or plain shoulder slides (as appropriate)	1 x Pair of AFPPD soft rank insignia or plain shoulder slides (as appropriate)
	2 x Silver shirt buttons
	1 x AFPPD name badge
	1 x AFPPD baseball cap
	1 x Pair of uniform trousers
	1 x dress belt
<b>Common to both uniforms</b>	
1 x Black kilt belt with buckle and pouch	
1 x Formal sporran (horse hair) including sporran cover	
1 x Day sporran (leather)	
1 x Kilt – Ancient Caledonian tartan	
1 x Kilt pin	
1 x Pair of black patent leather shoes	
2 x Pairs of black hose (socks)	
1 x Pair of black and white diced flashes (for hose)	
1 x Black and white Hackle (for Glengarry)	
1 x Pipers plaid – Ancient Caledonian tartan	
1 x Plaid brooch	
2 x Pairs of white spats with black buttons	
1 x Black jumper with CCPD / AFPPD embroidered	
1 x Inverness Cape	
1 x Pipe bag cover (black with silver fringing)	
1 x Set of white drone cords	
1 x Shepherd synthetic pipe chanter	
Pipe chanter reeds and drone reeds at Pipe Major's discretion	

**Drummers Uniform and equipment****Inducted Band members are issued with the following items of uniform:**

<b>CCPD</b>	<b>AFPPD</b>
1 x Glengarry with black & white dicing and CCPD die cast crest badge	1 x Glengarry with black & white dicing and AFPPD embroidered badge
1 x Doublet with CCPD patches, collar dogs silver buttons, drummers bullion	1 x Doublet with AFPPD patches, collar dogs, silver buttons, drummers bullion
2 x blue short sleeve shirts with CCPD patches	2 x blue short sleeve shirts with AFPPD patches
1 x Pair of CCPD soft rank insignia or plain shoulder slides (as appropriate)	1 x Pair of AFPPD soft rank insignia or plain shoulder slides (as appropriate)
	2 x Silver shirt buttons
	1 x AFPPD name badge
	1 x AFPPD baseball cap
	1 x Pair of uniform trousers
	1 x Dress belt
<b>Common to both uniforms</b>	
1 x Black kilt belt with buckle and pouch	
1 x Formal sporran (horse hair) including sporran cover	
1 x Day sporran (leather)	
1 x Kilt – Canberra tartan	
1 x Kilt pin	
1 x Pair of black patent leather shoes	
2 x Pairs of black hose (socks)	
1 x Pair of black and white diced flashes (for hose)	
1 x Black and white Hackle (for Glengarry)	
1 x Drummers fly plaid – Canberra tartan	
1 x Plaid brooch	
2 x Pairs of white spats with black buttons	
1 x Black jumper with CCPD / AFPPD embroidered	
1 x Inverness Cape	
1 x Drum (Snare / Tenor / Bass)	
1 x Drum Harness	
1 x Cross Belt (Tenor drums only)	
Leopard skin (bass drummer only)	

## **Common to all codes of dress**

Pipe & Drum Majors may wear Cock's feather in their Glengarry's in place of black and white hackle. They may also wear appropriate ceremonial sashes and any additional items that distinguishes them from the remainder of the Band. The Pipe Major will also possess a CCPD / AFPPD embroidered pennant for placement upon the bass drone for ceremonial occasions. The Drum Major is issued with white gloves / gauntlet.

## **Optional items for all playing members (at Drum / Pipe Majors discretion):**

- Sgian Dubh
- Dirk (To be worn only by Pipe / Drum Sergeants and above)
- Military medals / ribbons
- Personal issue AFP items including shirts, name badges and soft rank insignia \*

\* Members of the Band who are sworn members of the AFP and are undertaking AFPPD performances, may request approval to wear their personal issue items including Police shirts with AFP patches, name badges with AFP rank and soft rank insignia with members service number and rank chevrons. This is to be on a case by case basis and at the discretion of the Drum and Pipe Majors.

## **Standard Dress Requirements**

The required uniform for each performance will be broadcast to playing members in the form of a 'Performance Brief'. This brief will advise whether the players are to wear CCPD or AFPPD specific items based on the below standards, ie. If CCPD then CCPD Glengarry / doublet etc. If AFPPD then AFPPD Glengarry / doublet etc.

### **S1 Summer Formal**

Glengarry, hackle, blue short sleeve shirt, soft rank insignia or plain slides, kilt, belt and pouch, formal sporran, black hose; flashes, spats and black patent leather shoes. Additional items if AFPPD (silver buttons, name badges, sashes as required)

### **S2 Summer Informal**

Glengarry, hackle, blue short sleeve shirt, soft rank insignia or plain slides, kilt, belt and pouch, day sporran, black hose; flashes and black patent leather shoes. Additional items if AFPPD (silver buttons, name badges, sashes)

### **W1 Winter Formal**

Glengarry, hackle, doublet, plaid and brooch, kilt, belt and pouch, formal sporran, black hose; flashes, spats and black patent leather shoes. Additional items if AFPPD (Sashes)

### **W2 Winter Semi-Formal**

Glengarry, hackle, doublet, kilt, belt and pouch, formal sporran, black hose; flashes, spats and black patent leather shoes. Additional items if AFPPD (Sashes)

### **W3 Winter Informal**

Glengarry, hackle, black jumper, blue short sleeve shirt, soft rank insignia or plain slides, kilt, belt and pouch, day sporran, black hose; flashes and black patent leather shoes. AFPPD items (silver buttons, name badges)

## **Patches / Rank Insignia / Bullion Badges / Hackles**

### **Patches (shirts and jackets)**

- CCPD/AFPPD shoulder patches on both sleeves
- Top of patch positioned 3cm below centre of shoulder seam

### **Rank Insignia**

- Appropriate soft rank insignia to be worn on shirt epaulettes by Pipe Major (PM) and Drum Major (DM), Pipe and Drum Sergeants (Sgt), Pipe and Drum Corporals (Cpl) and Pipe and Drum Lance Corporals (L/Cpl).
- PM and DM doublets – top of inverted chevron to be 12cm from the stitched cuff above the centre button on right sleeve.
- Sgt, Cpl & L/Cpl doublets – top of chevron to be 8cm below centre of bottom of shoulder patch on right sleeve.

### **Bullion Badges**

- PM and DM doublets – top of silver embroidery 4cm below centre of bottom of shoulder patch on right sleeve.
- All other pipers doublets – top of 'PIPES' 10cm from the stitched cuff above the centre button on right sleeve.
- All other drummers doublets – top of 'DRUM' 8cm from the stitched cuff above the centre button on right sleeve.

### **Hackles**

- Tucked behind Glengarry badge and if necessary, pinned in place. White feather to front, black feather to rear.

## **Care, Maintenance and Wearing of Uniforms**

**Shoes** Dust and clean. Patent leather can be wiped clean with water or mild cleaning spray.

**Spats** Spats are the hardest items to maintain. Use Napisan or similar product to clean them, use only the recommended strength solutions. **DO NOT USE NORMAL CHLORINE BLEACH** as it will damage buttons. If dirty, clean marked areas and then wash gently in the washing machine, dry and iron. Spats should be ironed before each performance, but not necessarily washed. Constant washing will fray the material and add to the wear and tear. Members are responsible for maintaining buttons.

**Black Hose** Worn to the top of the shin bone. Patterned top folded down and down in half again to a width of 4 fingers. Flashes worn with inside edge down centre of shin and elastic band under folded hose. Refer Drum Major for further instruction.

**Belts and Pouches** Polish belts (waist and cross-belts) and pouches with Collonil (or similar) black leather polish. Do not use ordinary shoe or boot polish on belts. It rubs off on kilts and shirts and is very difficult to remove.

**Shirts** Shirts should be clean, starched and ironed with sleeves ironed flat across so that the sleeve badge is not folded.

## **General Maintenance of Equipment and Uniforms**

### **Pipers**

All pipers own their instruments and therefore they will be responsible for their own care and maintenance. However in order to maximise playing time, pipers are to ensure that their GHB is maintained to a high standard, including regular cleaning, oiling, hemping and ensuring air tightness of the bag. Many Band members have plenty of experience in these areas and are willing to provide assistance or information regarding these issues.

All inducted members will use a Shepherd Pipe Chanter and Shepherd cane pipe reeds as issued by the Pipe Major on behalf of the Band and Shepherd cane pipe reed as issued by the Pipe Major. Tuning and modification of these reeds is only to be conducted by the Pipe Major or a person delegated or appointed by them. Drone reeds are also issued by the Pipe Major.

All inducted Pipers are required to use the issued black pipe bag cover with silver fringing and white cords for all performances.

## **Drummers**

Drummers have a particular responsibility for the safe, secure and appropriate storage and care of drums issued to them. These instruments represent a major investment by the Band and their appearance and usable life needs to be extended as long as possible.

Care should be taken to store drums in their cases and to ensure that they are handled carefully. It is not appropriate to store drums in direct sunlight or in the car boot between performances. They should be kept in a cool, clean, dry place.

It remains the responsibility of the individual drummers to ensure that the instruments issued to them are held in a secure environment. This remains extant for storage at home, at practice and all performances. Any loss or damage arising as a result of negligence in this area will become the liability of the member.

## **Items of Uniform**

Kilts, doublets and other items of uniform and equipment also represent a major investment. Each inducted playing member is issued in excess of \$4000 of uniform. Therefore, it is important that all items of uniform are properly maintained and handled in a manner that will preserve and prolong their appearance and usable life.

When not in use, kilts, doublets and sporrans should be stored in the plastic covers provided to prevent damage by moths etc. If these items are showing wear and tear, or need any form of repair, they should be returned to the Quartermaster as soon as possible to prevent further deterioration.

Kilts and doublets need to be dry cleaned at least once a year; glengarries are worn all year round and need to be dry cleaned more regularly in order to extend their life.

## **Deposit and Issuing of Uniform and Equipment**

All members issued with uniform and /or equipment will be required to make a deposit of \$50.00 to cover costs associated with dry-cleaning and/or repair if they are not returned to the Quartermaster (QM) in good order.

The underlying principle is that all items of uniform and equipment should be returned to the Quartermaster in a '*ready for re-issue or wear*' condition.

All items of issued uniform will be signed out to the inducted member by the QM. No member is to swap items of uniform with other members without notifying the QM, so that appropriate paperwork can be completed. This is because the individual person to whom an item is issued is responsible for that item and its ultimate return to the Band if and when required. If the person can not return the item they may be required pay for it.

## Lost / Stolen Items

If items of equipment or uniform issued to an inducted member become lost or are stolen, the following is to occur as soon as it is apparent the item is lost or stolen;

- Inform your PM or DM
- Report the matter to the local authorities and obtain a job or reference number. This is necessary for the Band to lodge an insurance claim (if applicable).
- After obtaining the job or reference number, and as soon as possible after the incident, write a short letter or minute (preferably no more than one A4 page) addressed to the President, CCPD / AFPPD Pipes and Drums explaining the circumstances surrounding the loss or theft of the item, and including the reference number obtained from the local authorities.
- President will disseminate letter or circumstances surrounding incident to committee members or as appropriate and necessary to remedy the situation (eg. QM)

## General Dress and Bearing

Consistent with the goal of becoming Canberra's premier ceremonial Pipe and Drum Band, and in keeping with uniform and equipment maintenance requirements, it is expected that the general turnout of playing members will be of a high standard – whether performing as CCPD or AFPPD.

Therefore, playing members will be expected to take pride in their uniform and general appearance at all times by ensuring the following:

- Doublets and kilts are brushed and pressed before each performance;
- Shirts are well ironed as instructed and should be replaced if subject to 'fair wear and tear' and/or have discoloured with age;
- Shoes, belts, pouches and harnesses are inspected and cleaned as appropriate. Shoes should be dusted between performances and when attending more than one performance on any given day;
- Pipes and drums are maintained, cleaned and polished as necessary;
- General personal presentation is neat and tidy. Men's beards and / or moustaches should be neat and trimmed, otherwise men should be clean shaven.

Members have a particular responsibility when dressed in AFPPD uniform **to at all times behave in a manner consistent with the CCPD Code of Conduct**. Members should be careful never to purport or act as if they are members of the AFP while in AFPPD uniform. Furthermore, members should use common sense about wearing the uniform to and from performances, or when not playing or moving with the Band as a whole. It is recommended that wherever possible, members only wear the AFPPD uniform at performances or moving as part of the Band. When alone or in a small group, members should avoid places likely to provoke comments or reactions, such as bars etc.

As members of the CCPD / AFPPD, we are registered with the Australian Pipe Band Association. Members should also refer and adhere to the Australian Pipe Band Association Member Protection Policy. A link for this can be located in the member's area of the Bands website [www.ccpd.org.au](http://www.ccpd.org.au).

The Drum Major has overall responsibility for ensuring playing members are appropriately turned out at all performances, however on a day-to-day basis it remains the responsibility of all rank holders to ensure a high standard is maintained. This includes providing assistance to inexperienced members and offering advice about the proper care, maintenance and wearing of uniform and equipment.

## **Band Structure**

### **Band Officers and Management Committee**

CCPD runs on a two-committee system.

The playing members elect their own officers within the Band. These officers are the same for both CCPD and AFPPD. This election occurs within the month during or before the Annual General Meeting (AGM).

The day-to-day management of the Band rests with the Management Committee. To all intents and purposes, the CCPD Management Committee also acts as the Management Committee for the AFPPD, although it works in close partnership with the AFP Recognition and Ceremonial Team on AFPPD matters. This committee is elected at the AGM, normally held each August.

### **Band Officers and their Responsibilities**

#### **PIPE MAJOR**

- As the musical director of the Band, is in overall charge of the playing members of the Band;
- Provide leadership and focus to the playing members of the Band;
- Provides the strategic direction for the attainment of the musical proficiencies within the Band;
- Tutors members of the Pipe Corps in lieu of the designated tutor;
- Selects the tunes and advises the Drum Major and Drum Sergeant of the tunes;
- Coordinates Band performances in consultation with Band officers;
- Informs all members of the Band of their duties;
- Can delegate any responsibilities;
- Is a member of the executive;
- Attends Management Committee meetings and provides a report at each;
- Ensures that the playing members abide by the Code of Conduct for the Band;
- Presents a report to the AGM;
- Is the liaison point for all contact with the AFP on AFPPD operational/playing matters.

#### **PIPE SERGEANT**

- Assists the Pipe Major in their duties;
- Assists with pipe tutoring as required by Pipe Major / designated tutor;
- Ensures that the playing members abide by the Code of Conduct for the Band;
- Assists in the management of the Band and in particular the Pipe corps as required;
- Assumes control of the Band in the Pipe Major's absence.

- PIPE CORPORAL**
- Ensures that all pipers are in correct uniform and are properly equipped with uniform items;
  - Assists with tuition as directed by the Pipe Sergeant;
  - Assists in the management of the Pipe corps as required;
  - Assumes the responsibilities of the Pipe Sergeant in case of absence.
- PIPE LANCE CORPORAL**
- Assists in the management of the Pipe corps as required;
  - Assumes the responsibilities of the Pipe Corporal in case of absence.
- DRUM MAJOR**
- Is responsible for dress, drill and discipline of the Band whilst on parade;
  - Trains the Band in drill and marching;
  - Carries out the directions of the Pipe Major on the music to be played.
- DEPUTY DRUM MAJOR**
- Assumes the responsibilities of the Drum Major in case of absence.
- DRUM SERGEANT**
- Assists the Drum Major in all duties;
  - Tutors members of the Drum Corps in lieu of the designated tutor;
  - Selects the appropriate drum score to suit the music as directed by the Pipe Major;
  - Is responsible for the management of the Drum corps;
  - Liaises with the Drum Tutor;
  - Can delegate any responsibilities;
  - Ensures drums and equipment are in good order.
- DRUM CORPORAL**
- Ensures that all drummers are in correct uniform and are properly equipped with uniform items;
  - Assists with tuition as directed by the Drum Sergeant;
  - Assists in the management of the Drum corps;
  - Assumes the responsibilities of the Drum Sergeant in case of absence
- DRUM LANCE CORPORAL**
- Assists in the management of the Drum corps;
  - Assumes the responsibilities of the Drum Corporal in case of absence.

## **The Management Committee**

It has been a deliberate decision to leave the Management Committee largely in the hands of non playing members, thus allowing non-playing members an opportunity to occupy meaningful roles within CCPD / AFPPD - 'the Band'. Notwithstanding this, both playing and non-playing members are welcome to serve on the Management Committee.

The Management Committee is mandated to meet at least three times per year, however generally meet every two to three months or more frequently if required. The Management Committee makes decisions about the day-to-day running of the Bands affairs. The Committee also coordinates functions to raise money to support the continual expansion of the bands requirements (uniforms, instruments, hall rental, etc.)

The committee welcomes input from all financial members and financial members have the right to have any suggestions or matters discussed at the Management Committee meetings. These should be sent to the Secretary in writing so that the matter can be included on the agenda for the next meeting. The member would be encouraged to attend the meeting of the Management Committee at which the matter is being discussed to further address the issue.

The elected Committee positions are as follows:

### **PRESIDENT**

- Provides leadership and a vision of action during their term of office;
- Acts as a spokesperson for the Band;
- Chairs Management Committee meetings, the Annual General Meeting and Extraordinary General Meetings of the Band;
- Is an ex officio member of all sub-committees;
- Prepares the agenda for the meetings in consultation with the Secretary;
- Oversees the day-to-day management of the Band and its affairs by liaising closely with other Committee members;
- Prepares and presents a report to the AGM on the Band's activities during the previous year;
- Acts as host for all Band social functions;
- Is a signatory on all bank accounts;
- Ensures that action items from meetings are acted upon by the person(s) responsible;
- Is a member of the executive

### **VICE PRESIDENT**

- Assists the President in leadership and planning;
- Stands in for the President when necessary;
- Assists other Committee members with specific tasks;
- Can be a signatory on bank accounts;
- Is a member of the Executive.

## **SECRETARY**

- Acts as a general first contact point for Band business;
- In consultation with the President, prepares agendas for meetings;
- Records, prepares and distributes draft minutes for all meetings, together with an action list, to all in attendance at the meetings for verification prior to distribution to the general membership;
- Maintains all records for the Band (including minutes from subcommittee meetings and NSW Pipe Band Association information);
- Records all incoming and outgoing correspondence for tabling at the next appropriate meeting;
- Responds to correspondence under direction of the President and the Committee;
- Delivers all monies received to the Treasurer;
- Maintains a diary of recurring events related to the Band and application information for relevant grants;
- Can be a signatory on bank accounts;
- Is a member of the Executive

## **TREASURER**

- Provides monthly financial statements to Management Committee meetings;
- Maintains financial records and manages accounts according to the Constitution;
- Presents recurring expenses and new accounts requiring payment to the Management Committee for approval;
- Receipts all monies paid to the Band;
- Deposits all monies into the Band's accounts;
- Is a signatory on all bank accounts;
- Arranges the annual audit;
- Prepares and presents a Balance Sheet with the Auditor's Report to the AGM;
- Prepares acquittal papers for any externally funded projects;
- Is an ex officio member of any committee that handles money;
- Is a member of the Executive.

## **REGISTRAR**

- Presents a report at Management Committee meetings on membership status;
- Maintains a current register of all members;
- Processes all membership applications and refers them to the Management Committee;
- Ensures Newsletter Editor and Secretary have all new members' mailing information;
- Follows up non-renewals;
- Presents a report to the AGM.

## **QUARTERMASTER**

- Is responsible for accountability of all Band property;
- Maintains current stock inventory and issue records;
- Is responsible for the maintenance management of all items of equipment and uniform;
- Responsible for issue of all uniform and equipment items and their return
- Keeps possession of and maintains the 'Go' bag for Band events
- Advises the Management Committee of items of uniform and equipment required by the Band;
- Reports to the Management Committee on the status of stock acquisition and disposition;
- Is responsible for issuing Purchase Orders for all Band purchases as directed by the Pipe Major, Drum Major and committee;
- Is a member of an 'ad hoc' committee dealing with items of uniform and/or equipment;
- Ensures that all items of equipment and uniform are issued in a ready-to-wear condition;
- Liaises with the AFP as agreed by the Committee on purchase and management of AFP uniforms and equipment.
- Note: Where appropriate, the Committee may appoint a member to assist the QM in his/her duties and act as Deputy QM.

## **GENERAL COMMITTEE MEMBERS**

- Four available positions
- Attend Management Committee meetings;
- Undertake to actively and responsibly support the management of the Band's affairs.

The following positions are appointed roles filled by volunteer financial Band members. Where more than one person volunteers, a decision is made by the elected Committee. An elected Committee member may also hold an appointed position.

## **PUBLICITY OFFICER**

- Together with the Management Committee, develops a profile of special interest groups that can be targeted for financial or practical support;
- Prepares and distributes Press Releases;
- Develops a network of contacts in associated groups, local press, radio and TV;
- Prepares and disseminates public information (brochures, information sheets, posters) on Band activities to promote the Band in the community;
- Serves as a contact point for individuals and organisations seeking information about the Band
- Is a member of the Functions Committee.

**ARCHIVIST /  
HISTORIAN**

- Maintains a collection of Band photographs, publications and other significant Band material.

**NEWSLETTER  
EDITOR**

- Collects suitable news and information relating to Band activities, and prepares a monthly newsletter for distribution to all members;
- Publishes any changes in office bearers;
- Prepares advertisements for sponsoring bodies to be published in the newsletter on a rotating basis;
- Liaises with the Pipe Major and the Management Committee about Band activities in the following month/s;
- Liaises with the Quartermaster about a regular spot dealing with the care and maintenance of uniform items;
- Prepares notices and flyers about special events in the following month/s;
- Maintains a file of all editions of the newsletter;
- Attends Management Committee meetings.

**PUBLIC OFFICER**

- Every incorporated organisation must appoint a Public Officer who is a resident of the ACT and at least 18 years of age. The Public Officer is an appointed position. The person holding this position is not required to be a member of the Committee. If the position becomes vacant, the Committee must notify the Registrar General's Office within 14 days. The duties of the Public Officer are defined in the ACT Associations Incorporation Act 1991.
- Notifies the Registrar General's Office of their appointment within 14 days;
- Maintains a register of the members of the Management Committee;
- Lodges the Band's Annual Statement with the Registrar General's Office within one month of the AGM;
- Notifies the Registrar General's Office of any changes to their residential address, the Band's name or the Band's Constitution;
- Normally holds the Band's Seal of Incorporation;
- Acts as the personification of the Band in any litigation proceedings;
- Acts as "executor" in the event of a dissolution of the Band.

**FUNCTIONS  
COORDINATOR**

- Is an ex-officio member of the Management committee;
- Liaises with the Pipe Major to coordinate functions and performances;
- Organises all Band functions including the Annual Ball;
- Selects a committee to assist in the organization of functions;
- Maintains a record or minutes of all function committee meetings;
- Provides the Secretary with a copy of minutes of meetings.

## **BAND MANAGER**

Since attending the Edinburgh Military Tattoo in 2009, the Band has recognized the requirement to appoint a Band Manager, to travel with and assist the playing members to meet their performance commitments. The role involves assisting the Pipe and Drum Majors with Band personnel issues in the lead up to Tattoos and other events. Tasks also include the dissemination and coordination of information between the Band and event administrators, management of logistics whilst in attendance at the event, being the point of contact for non musical issues, being the liaison officer between our Band and external agencies and many other management related functions.

The Band Manager will also be mindful of the welfare of playing members and help out as required. A 'Go' bag is maintained by the QM and available to the Band Manager for events. This bag contains various medical, logistic, equipment and personal supplies and also an assortment of uniform spares.

It is beneficial, **but not essential**, that the Band Manager is not a playing member, so as not to hinder playing commitments.

Precedent has shown Band managers attending high profile events have been afforded the same status as playing members ie. Provision of accommodation / meals etc. However this is subject to the organisers of each particular event / Tattoo. Band Managers are expected to pay their own way, for example with airfares, similar to that of other playing members and are not afforded any further compensation by the Band.

The position of Band Manager is on a volunteer basis and is rotational. Due to the often attractive nature of the position, appointment as the Band Manager will be by way of an application addressing selection criteria and review by a selection panel prior to each event as required.

The selection panel will be comprised of the Pipe Major and two members of the Management Committee who are not nominees for the position or related to any of the nominees. The following criteria will need to be addressed in writing to the Management Committee or nominated contact when volunteering for the position of Band Manager;

### 1 Writing Skills

- Has appropriate email and computer skills, can be reliably contacted and reply in a timely fashion;
- Confidence in disseminating information accurately and in a timely manner;
- Strong written skills and ability to liaise with foreign agency representatives and stakeholders;
- Ability to meet tight deadlines.

### 2 Interpersonal skills

- Articulate professionalism and appropriateness in all communications;
- Representational / presentational skills at meetings, receptions and day to day activities on behalf of the Band and as a representative of the Pipe Major;
- Confidence communicating with large groups (public speaking) of unfamiliar people and ability to manage situations beyond your comfort zone.

- 3 Availability
  - Time and location availability to meet short time frames in the lead up to events;
  - Availability to attend meetings, functions, performances and assist in any way required by the Band at the event;
  - Physical fitness and strength to handle long hard days in unfamiliar territory.
  
- 4 Advocacy
  - Knowledge and understanding of 'the Band' and the ability to be an advocate of the Band culture and ethos;
  - Some knowledge of the history of the Band.
  
- 5 Organisational Skills
  - Initiative and resourcefulness in unfamiliar territory;
  - Dealing with difficult situations and balancing professional commitment with the individual needs of the members of the Band in an unemotive and professional manner.
  
- 6 Additional Skills (Desirable but not essential)
  - Current First aid training / certificate / experience.

**In becoming an inducted member of the CCPD / AFPPD, you accept and agree to the conditions and requirements of the Band laid out in this handbook.**

Visit [www.ccpd.org.au](http://www.ccpd.org.au) today and support your Band