



PRESIDENT: Ainsley Hart
SECRETARY: Phil Weber
Assistant SECRETARY: Michelle Haysom
TREASURER: Tim Bodey
COMMITTEE: Tony Bidgood OAM RFD ED
Rod Smith

POSITION DESCRIPTION PIPE BANDS AUSTRALIA INC

PRINCIPAL OF RULES AND ADMINISTRATION POSITION

Principal purpose

Provide advice to the Association on the conduct of competitions under the jurisdiction of the association and as appropriate, matters relating to membership, College activities, legislation and rules governing the administration of the Association.

Accountability

1. Australian Pipe Band College (College)
2. Council.
3. National Management Committee.

RESPONSIBILITIES

1. Provide accurate and timely advice to the Association on the conduct of competitions under the jurisdiction of the association and as appropriate all matters relating to legislation and rules governing both the administration of the association and the conduct of competitions under the jurisdiction of the association.
2. Oversee the training and examination of candidates for the various certificates of Rules and Administration, including:
 1. preparation and review of learning material,
 2. preparation and review of examinations; and
 3. oversight of the marking of exams.
3. Collaborate with and provide support and advice to the Branch Vice Principals of Rules and Administration as required on all matters related to the rules and administration of the Association.
4. Oversee the implementation of the Association Contest Regulations at competitions conducted under the auspices of the association.
5. Manage the ongoing review and updating of the Association's Contest Regulations as required (including simplification and alignment with associated entities) including, where necessary, the conduct of ballots of bands on material proposed changes to Contest Regulations.

Organisational

1. Provide advice to the Council and (National Management) Committee as required to assist in ensuring that all decisions made by the Association at a national executive level comply with the requirements of the relevant governing legislation (currently the Associations Incorporation Reform Act 2012 (Vic) and the Association's Rules, Regulations, and bylaws.
2. Review Contest Supervisor Reports.
3. Oversee Association contest administration as required to maximise probity and member participation and retention.
4. Supervise and direct implementation (in a timely manner) of decisions and plans of Council related to both the Rules and the Contest Regulations of the Association.
5. Ensure that decisions of Council related to rules and administration are implemented in a timely manner.
6. Support the Branches and Bands to operate within the framework of the Association Rules and the Contest Regulations.

Internal communication

1. Regularly liaise with Council members, Branch Executives, and the College (and as time permits Bands and members) on all matters related to the rules and governance, probity and administration of the Association and the Association Contest Regulations.
2. Act as a spokesperson for the Council and the Committee on Contest Rules and, in conjunction with the National Secretary, governance and administration matters.
3. Support Branches, the College, and sub-committees.
4. Ensure Association Contest rules and, in conjunction with the National Secretary, governance, probity and administration processes are carried out transparently so as to keep members up to date with what is happening (unless otherwise agreed by Council).

Key relationships / External communications

1. Relevant RSPBA and RNZPBA Rules person

Meetings

1. Council
2. College
3. Rules and Administration Vice Principals
4. Committee (as requested)

Governance

Support and advise Council on (as required):

1. compliance with all organisational requirements, including the Rules and legislative obligations.
2. all formally notified disputes and complaints (and others as considered appropriate by the Committee) so any such complaints or disputes are appropriately responded to in accordance with PBA policies and Council guidance.

Behaviour

1. Personify and represent the PBA's cultural and behavioural standards, including compliance with the PBA Code of Conduct.
2. Act in the best interests of and be supportive of all members (competing and non-competing) at all times.
3. Undertake the role in good faith and honesty and not use their role or information acquired by the role for an improper purpose, to gain advantage for themselves or cause detriment to the PBA.

Essential skills and qualifications

1. Strong knowledge of the Association Rules, regulations (including Contest Regulation), and policies as well as the duties of all officeholders.
2. Association Advanced Certificate in Rules and Administration.
3. Strong interpersonal & communication skills.
4. Experience promoting and growing commercial/voluntary organisations.
5. Experience delegating, implementation and successful completion of organisational projects.
6. Experience in committee/executive appointment in Incorporated Associations / Company (Council preferred).

Desirable skills

Previous experience in administration, governance, probity, or legal spheres.

Well informed of PBA national and international activities

Report writing skills.

The estimated time commitment required as the Principle of Rules and Administration is 5 to 10 hours per month.