



The Royal Scottish Pipe Band Association

Music Board

Job Description – Administrator

Roles and Responsibilities:

This position will be a nominated member of the Music Board's Membership. The incumbent will manage and support Music Board administration.

In particular the role will cover:

- Accurate Minute recording of Music Board Meetings to meet National Council deadlines.
- Support all administration activities ensuring communication from the Music Board reflects the Board's expectations.

Whilst this activity can be performed based on an administrative / Microsoft or equivalent skill set, the Music Board considers that the appointee is best placed to understand the role by having the competency requirements recommended for Music Board Membership.

Approved Music Board: **4th October 2008.**

Approved National Council: **18th October 2008.**

