



# The Royal Scottish Pipe Band Association

## Music Board

### Job Description – Standards Convenor

#### **Roles and Responsibilities:**

This position will be a nominated member of the Music Board's Membership with responsibility to manage, administer and monitor all grading activity. The incumbent will lead the activity of the Standards Grading Group and conclude grading requests; presenting same to the Music Board for approval. Act on behalf of the Music Board on all Grading and Competition Draw Activity where delegation of authority from the Board has been granted.

In particular the role will cover:

- Manage all grading Activity
- Collate and administer all appropriate documentation surrounding annual re-Grading /requests and present to the Music Board.
- Management of the Standards Group activity.
- Represent the Board on Draw Activity in relation to Grade 1 Worlds Qualification.
- Represent the Board on Draw Activity in relation to qualifier requirements for Major Championships.

#### **Competency Requirements:**

- A strong knowledge of the Association, in relation to the Standards and Registration Activity is fundamental.
- Strong administration, leadership, articulation and presentation skills are all beneficial in delivery of this role.
- IT skills of word/excel activity and email/web usage significantly aids the delivery of recommendations/decisions, often challenged by short time frames.

Approved Music Board: **4<sup>th</sup> October 2008.**

Approved National Council: **18<sup>th</sup> October 2008.**

