



**HANDBELL
SOCIETY OF
AUSTRALASIA
POLICY
BOOKLET**

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POLICIES – WHY HAVE THEM?

What is a Policy?

Different people define the word 'policy' in different ways. Either it can be a broad statement or a narrower one.

A simple definition could be:

- 'A statement about what action is intended, so as to set in place what is to be followed by an organisation as to how it does its business.'

Why should the Handbell Society of Australasia have Policies?

- To structure or order the way our organisation operates. Policies provide guidance to volunteers or paid staff in implementing the aim of the organization
- To bring about a change
- To introduce something that is considered necessary, or to satisfy a need of some kind.

Whose responsibility is it to develop policy?

Historically, in the Arts and Community Services Sectors of our world, one or two people usually have developed policies. However, with the growing recognition of the importance of communal participation, it is important to involve the people whose job it is to implement the policy. In HSA the Executive Committee are responsible for the adoption of policies. The discussion and impetus can come from anywhere in the HSA.

The Policy Development Process

When such comments as the following are made: "We need to do something about that.", "It should be done differently.", or, "That didn't work; perhaps we should do it in another way." - then we need to put a policy in place.

Over the last few years, the HSA process has been that a) someone has suggested the need for a policy, b) one has been drafted drawing on the feedback from members of the Executive Committee or from other interested people, c) the draft has been circulated for comment, and d) a final statement has been drafted and put to the Executive for rejection, endorsement with amendments, or complete adoption.

Policy Monitoring and Review

Policies should never be set in concrete. They should be living documents. There could be an unforeseen problem, an issue or need could arise, or gaps in services or procedures could be identified. Therefore, we should be seeking, constantly, to improve our services to the membership of the HSA, and this should be reflected in our policies.

Flow Chart for Policy Development & Review

Policy Development

The following steps are to be followed in order of sequence:

1. General Comments from members
2. Draft Policy
3. Circulation to Executive Members and other interested members
4. Policy Rewrite
5. Circulation to Executive Members in motion format
6. Executive Endorsement
7. Signed off by President
8. Filed by Secretary

Policy Review - (Routine Review and/or Review because of an Identified Problem).

The following steps are to be followed in order of sequence:

1. General Comments from members
2. Draft amendment to Policy
3. Circulation to Executive Members
4. Policy Rewrite
5. Circulation to Executive Members in motion format
6. Executive Endorsement
7. Signed off by President
8. Filed by Secretary

¹ (There is no need for written policies if a small number of people have been managing an organisation for some time and they have the information in their heads).

CONFLICT OF INTEREST

POLICY

The Handbell Society of Australasia (HSA) requires that members of the Executive Committee, and any member who has been delegated by the Executive Committee to undertake a specific role, advise any conflict of interest which may arise in carrying out his/her duties.

GUIDELINES

The Executive Committee and Delegated Representatives owe the following duties to the General Membership:

- Understand that a conflict of interest can be real, potential or apparent, and that it may not be obvious immediately, with regard to any matter being discussed⁶, particularly when using social media. For example Facebook or Twitter.
- Act in the interests of the membership.
- Retain discretionary powers.
- Avoid conflict of interest.
- Exercise due care, diligence and skill.
- Speak positively of the HSA, a not-for-profit organization to the public.

PROCEDURE

All members of the Executive Committee and Delegated Representatives have a responsibility to declare to the President, their actual or potential conflicts of interest at any time during their term of membership.

Upon receiving the declaration, the President must ensure that the conflict of interest is recorded by the Secretary in the **Register of Conflicts**, maintained by the Secretary.

Once a conflict has been declared, the Executive Member is excluded from decisions in relation to the area of conflict until such time as the conflict no longer occurs, or the Member's term has expired.

Where there is ambiguity in relation to the potential or actual conflict, the ruling will be made at the time of the meeting, or in any other situation, by the President or Chairperson.

CONFLICT OF INTEREST FORM

1. I will hold, always, the best interest of the Membership of the Society as my priority.
2. I will declare any conflict of interest, be it real, potential or apparent, which is not obvious immediately, with regard to any matter, whether it be discussed in my presence during a meeting, or in my capacity as a Delegated Representative of the Society.
3. It is my responsibility to contribute to, or to advise the Executive Committee of, any suggestions or ways to improve the Society's policies, standards, practices or ethics.
4. I will not abuse my position as: a member of the Executive Committee, State or New Zealand Representative, Asset Manager, Public Officer, Editor of the Handbell Herald, Webmaster, Convener of Special Interest Groups or Convener of an Australasian Handbell Festival, by suggesting to any member of the Society that I am entitled to any special treatment beyond that which is afforded to the regular members of HSA.
5. If, as a member of the Executive Committee, it decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion, and I will leave the meeting at the Chairperson's request. I understand that the Executive's decision will be recorded in the minutes, either with or without the reasons for the decision also being recorded.
6. I understand that the following activities are considered by the organization to be conflicts of interest, and that conflicts of interest are not limited to the following situations:
 - Where I put my personal interests first, and make a decision, or act motivated by considerations, other than 'in the best interests of the Society',
 - Where I learn of an opportunity for profit or personal recognition, which may be valuable to myself personally or to another organisation of which I am a member,
 - Where I undertake a task for the society and put my own interests first.
7. I will not take advantage knowingly of, or benefit from, information that is obtained in the course of my official duties and responsibilities, and that is not generally available to membership.
8. I will be alert to information which the Society can use to develop improved policies and strategies.
9. I will maintain confidentiality of all information which the Executive deems ought to be kept confidential.

Name (print) _____ **Signature Date:** _____ **Date**

POLICY NUMBER 2**MANAGING THE ORGANIZATION****POLICY**

The Handbell Society of Australasia will manage the organization according to the rules and regulations of an incorporated organization. A document will be compiled called 'Managing the Organization', and this will be required reading for all Executive Members, Representatives of New Zealand and the States of Australia, Asset Manager, Webmaster, Editor of the Handbell Herald and Conveners of Special Interest Groups (sub-committees or networks).

GUIDELINES

The Executive Committee will set out the various responsibilities in a document called 'Managing the Organization'.

Prior to, or on accepting a delegated role in the organization, the member will read the document.

PROCEDURE

All members of the Executive Committee or Officers will indicate they have read and understood his/her role and responsibility.

The document will be reviewed and updated from time to time.

Considered by Executive 2002 and adopted in 2004

AUSTRALASIAN FESTIVALS

POLICY

The Handbell Society of Australasia will seek to hold an annual or bi-annual Australasian Festival where its members and interested ringers can attend workshops, showcase their teams/individuals, engage in massed ringing, extend their ringing skills through performing in a special Festival Handbell Ensemble, extend their conducting skills through being mentored in a massed ringing environment, enhance their workshop presentation skills and profile the handbell ringing art form at a public concert.

PROCEDURE

1. Location

The location of the Australasian Festival should be known (where possible) two years prior to the event.

At the Annual General Meeting (two years prior to the holding of the Festival), any group or individual who is interested in running the Australasian Festival at a particular location, should table an 'Expression of Interest' to hold the festival on behalf of the Handbell Society of Australasia. The expression of Interest should include: (a) who will host the Festival, (b) the location, (c) the date, and (d) the nominated Convener.

Preferably, the location will be adopted by the General Membership present at the AGM, or, if that is not possible, by the Executive Committee. Should there be no interested group or individual interested in running an Australasian Festival, then the Executive may consider other options.

2. Guidelines

i. Purpose

The Organizing Committee of the Festival will plan, implement and evaluate the Festival on behalf of the Society and the responsibilities.

ii. Terms of Reference

As soon as possible after the AGM and prior to the next Festival, a Host Planning Committee will be established, and Terms of Reference will be adopted by the Executive Committee. Initially, these Terms of Reference will be discussed by the Organising Committee and the President, and then adopted by the Executive Committee.

The Terms of Reference will highlight the roles and responsibilities of the Executive and of the Organizing Committee in relation to the Festival and will include:

AUSTRALASIAN FESTIVALS (CONT.)

- ❖ Name, Purpose, Membership, Accountability (Convener's and HSA'S Executive Committee's Responsibilities), Reporting Mechanism to the President, Time Line and Resources (financial, human and physical).

iii. Name

The name of the Festival will be (ordinal number) Australasian Handbell Festival (year) (name of the host town/city and country). The Executive Committee must agree to any variation in the name.

iv. Convener

The Convener will be nominated by the host team, and approved by the Executive Committee. The Convener will be responsible to the Executive for organising the festival 'on behalf of the HSA'.

The Convener **may be** a co-opted member of the Executive Committee until the AGM at that Festival.

v. Festival Guidelines

The Society may provide guidelines for the running of the Festival.

vi. Budget

The Festival should be budgeted for without cost to the Society and forwarded to the Executive as soon as possible in the planning process. The budget **should not** include the anticipated profit from the public concert.

Proceeds of the final concert will go to the Society for the purpose of running the society.

An advance, for the purposes of running the Festival, may be given to the Convener (on request), and will be returned at the end of the Festival. This advance should not be included in the public concert profits. The request for the advance will be in the format of a letter or email and will be addressed to the Treasurer. The maximum advance will be \$1500 and available for deposits on various items in the budget.

Any advance provided to the Convener will be accompanied by a letter from the Treasurer and filed by the Secretary.

When received, the advance will be acknowledged by the Convener in writing by email to the Treasurer, and filed by the Secretary.

POLICY NUMBER 3 (CONT.)

AUSTRALASIAN FESTIVALS (CONT.)

The Festival will have a differential registration rate for members and non-members of the Handbell Society of Australasia. Members of overseas guilds will pay the same registration cost as members of the society.

Provision may be made to waive the cost of registration and accommodation for overseas professional clinicians.

The final budget acquittal should occur within a three-month period after the Festival. This is to allow the compiling of the Society's financial year statement for auditing purposes. The Convener will provide an acquittal form re the public concert and forward the profits to the Treasurer of the Society.

vii. Workshops, Conductors and Original Compositions/Arrangements

If possible, the Convener will insert an 'expression of interest' in the Handbell Herald, calling for workshop facilitators, conductors and Australasian original compositions or arrangements. A transparent method of making decisions, re the expressions of interest, must be organized.

vii (a) Festival Conductors: As conducting at Festivals offers a continuing educational experience for conductors to conduct a massed group, then those conductors must agree to receive feedback from nominated persons selected by the HSA Executive in discussion with the Music Education and Training Sub-Committee. . Conductors who have already completed the "HSA Foundational Conducting Level 1 and HSA Conducting Level 2 should be the preferred Australasian Conductors".

Intending Conductors must understand that they will be given constructive comments at various times throughout the Festival. There will be no exceptions except for International Conductors who train at an International level in conducting or who have been invited to be the Festival Director.

vii (b) Overseas Conductors: Except for when an Executive decision has been made to invite an esteemed international person to be the Festival Director, then there should NOT be more than one overseas conductor at a Festival.

vii (c) Young Conductor: It is desirable that a young conductor should be invited to apply to conduct, and, if selected, that person will be mentored by an experienced conductor. Feedback should be given to the young conductor to enhance his/her skills and knowledge. A young conductor is a person who is under 26 years of age. If there are young people who have received accreditation at HSA Foundational Conducting Level 1 then they should be invited to conduct.

vii (d): *Workshop presenters*: The Convener should ensure that workshop presenters are qualified to do so. He/she should seek advice from the HSA Executive Committee and the Music Education and Training sub-committee as they can advise which presenters have obtained accreditation or who have years of experience teaching in a particular area (e.g. Change Ringing; Solo Ringing; Weaving; Ringing Techniques; Secondary School Class Room Music; working with Handbells utilising a Kodaly based approach). Final endorsement of workshop presenters should be by the HSA Executive.

In offering to facilitate a workshop the following information should be provided by the applicant: Name of the workshop as he/she would like it to appear; Brief description of the workshop; Resources required for the workshop; and approximately a five line statement about him/herself.

viii Repertoire: The festival repertoire should be a balanced one. The number and degree of difficulty should be given some considerable thought so that a musical performance can be achieved in the short rehearsal time. The Festival Convenor and committee members must be aware that the experience and skill base of the membership is varied. Repertoire should be discussed with the Executive and the Music Education and Training sub-committee.

viii (a) **If possible**, the repertoire will include at least one composition or arrangement by an Australasian composer. That composer/arranger will be encouraged to sell his/her composition/arrangement at the Festival.

viii (b) **If possible**, the repertoire should contain a piece of music rung at a prior International Handbell Symposium, or a piece nominated by HSA for the International Symposium.

viii (c) The festival repertoire should be available to the intending participants at the Festival four months prior to the Festival.

ix *Executive Committee Meeting and Annual General Meeting*

In planning the Festival, the Convener will provide time for an Executive Committee Meeting and the Annual General Meeting.

x *Refund policy*

Registrations will be eligible for a full refund up to six weeks prior to the festival date. A 50% refund will be available from the sixth to the third week prior to the festival date. There will be no refund available from three weeks prior to the festival date.

SPECIAL INTEREST – AREA OF FOCUS

POLICY

The Handbell Society of Australasia will encourage the formation of special interest groups around special areas of interest, such as liturgy, recreation, education, and people with physical or emotional disabilities. These special interest groups may take the name of sub-committees, networks or task groups.

The purposes of the special interest groups are to: (i) provide advice to the Executive Committee, (ii) to support and encourage the membership to share information about special interests, and (iii) to encourage the development of those interests.

If the special interest group is a network, it will be a peer mentoring support group,

PROCEDURE

Members of the HSA, who are interested in forming a special interest group, should express that interest, and the Executive Committee will endorse the special interest group.

Membership of the special interest group is by interest of any individual or group who are current financial members of the HSA.

There will be a Convener of each special interest group who either may be appointed or endorsed by the Executive Committee. The Convener will report to the Executive Committee via the President. The President of the HSA will have ex-officio membership to any special interest group. .

The special interest group will develop Terms of Reference and this will be discussed (and amended if necessary) and endorsed by the Executive Committee. The Terms of Reference should indicate: purpose, reporting mechanisms, open membership and procedure for appointing a Convener.

Each special interest group will take the responsibility of recording its membership, information, action and any other matters.

The special interest group, via the Convener (or his/her nominee) will be encouraged to report annually to the general membership.

The special interest group may be promoted through the Handbell Herald, the Web Page and any other appropriate context.

POLICY NUMBER 4 (CONT.)**SPECIAL INTEREST – AREA OF FOCUS (CONT.)**

A special interest group may recommend to the Executive Committee for its endorsement, a person to be co-opted to the group. This person will act in an honorary capacity to provide specialist skills or knowledge to the sub-committee or network, which may not be held in the existing membership network. This would be on the basis that the honorary member agreed with the goals of the HSA.

Financial members may belong to any special interest group which is of interest to them.

A special case may be argued for membership to a special interest group which seeks to encourage the participation of young people up to the age of 25 years. The Executive would consider a variation on financial membership, and may agree to participation of unfinancial members up to a specified period.

HANDBELL HERALD

POLICY

The Handbell Society of Australasia will publish a Handbell Herald.

PROCEDURE

The Executive will appoint an Editor who is responsible for the direction, composition and distribution of the Handbell Herald. The Editor can be an elected member of the Executive Committee or someone appointed by the Executive Committee to undertake that role.

There will be at least two editions of the Handbell Herald every year. An individual member will receive one copy of the Herald. A team/group member will be provided with the option of (a) receiving four hard copies of the Herald per team/group or; (b) receiving an online copy as well as one hard copy. Each online copy will have an inbuilt password, which must be passed on by the group contact person when he/she distributes the online version. Individual or Group members may pay an extra amount and receive additional hard copies of the Herald.

The Editor will supply additional copies of the Herald to the Executive Committee members (on request) for distribution for publicity purposes.

A selected number of people (who are not members) will receive a free copy of the Herald at the discretion of the Editor or the President.

The Editor will be supplied with a mailing list with names, addresses and membership code of members, and number of Heralds to be distributed. The list will relate to both current members and those individuals/groups who were members during the preceding six months. The Editor will keep a record of all membership details.

A number of Heralds may be distributed in electronic format at the discretion of the Editor.

The list of people who receive free Heralds will be reviewed annually by the Editor and recommendations made to the Executive of the HSA

The Editor shall not be out of pocket for any expenses incurred in undertaking his/her role.

The Treasurer will liaise with the Editor to ensure that timely payments are made for expenses incurred.

The President will be kept advised of any matters which might impede the work of the Editor.
Considered by the HSA Executive Committee on 06/07/2001, reviewed 16 January 2016 and adopted 2016

WEBSITE

POLICY

The Handbell Society of Australasia will operate a Website to create an awareness of the society and to service its membership and other interested people.

PROCEDURE

The Executive will appoint a Webmaster of the website who is responsible for the management of the website within the delegated responsibilities decided by the HSA Executive.

The Webmaster can be an elected member of the Executive Committee or someone appointed by the Executive Committee to undertake that role.

There will be at least a review of the website on a four monthly basis or more frequently if required.

The website will take into account the socio-economic diversity within the HSA e.g. age, technical skills and special interests of the membership.

The Webmaster will not be out of pocket for any expenses. These should be claimed via the Treasurer using the procedures agreed upon by the Treasurer.

The Treasurer will be responsible for the financial management of the website.

The Webmaster may decide to form a small Task Group to assist in the management of the website.

The Webmaster will have access at all times to the membership list.

The Webmaster and the President will liaise closely to ensure that access to the website and privacy and legal matters are complied with.

The website will have links to the other websites of the members to the International Handbell Committee.

ROLE OF THE REGIONAL REPRESENTATIVES

POLICY

According to The Handbell Society of Australasia's Constitution rule 7.2, the Executive Committee has the power to appoint people to 'carry out the objects of the Society'. In enacting this rule, the HSA has appointed representatives for regions of Australasia. According to the constitution the regions mean:

- (a) New Zealand
- (b) Australia Capital Territory
- (c) New South Wales
- (d) Northern Territory
- (e) Queensland
- (f) South Australia
- (g) Tasmania
- (h) Victoria
- (i) Western Australia
- (j) [Any other Region as approved by the Society by special resolution in general meeting]

Where possible, there shall be a representative of New Zealand and of each State and Territory of Australia.

ROLE

The role of the New Zealand and Australian State/Territory Representatives is to ***encourage the art of handbell ringing in the region for which she/he is responsible.***

In enacting his/her role the Representative will:

- Keep the President, and through him/her, the Executive advised of all matters relating to the area which the person represents.
- Be a focal point for the members in New Zealand and the State/Territory, and, when requested, provide information relating to handbells, chimes or belleplates by referring members or non-members to the President, or to the relevant person e.g. Handbell Herald Editor, for the information and skills which the enquirer needs. An example of that information could be:

ROLE OF THE REGIONAL REPRESENTATIVES (CONT.)

- Information on Committee members, policies, availability of handbells, chimes, belleplates, music or equipment
 - Information on Society events
 - Information on members or groups who may be able to play for a particular event
 - General information relating to handbells.
- Encourage membership to the Handbell Society of Australasia (HSA).
 - Assist potential ringers to join groups, or nurture the formation of new groups.
 - Promote New Zealand and State/Territory activities for members.
 - Encourage an information flow to the President and Executive Committee re activities in New Zealand and the Australian State/Territory.
 - ***Act in the best interests of HSA, and in accordance with the Society's policies.***
 - Recognise the role and functions of the HSA President, whose advice always should be sought prior to entering into any initiative likely to, or has the potential to affect HSA and its whole membership.
 - Recognise the roles and functions of each of the other HSA officers, and communicate and liaise with each when necessary, and as appropriate, **always keeping the President fully informed of matters of significance to do with ringing, both State-wide and Nationally.**
 - Know, and hold on file, the names, postal and email addresses and telephone numbers (work and home) of all New Zealand and Australian State/Territory members of HSA. The Treasurer and Secretary of the HSA should keep the Representatives informed of any changes to membership.
 - Keep Group Representatives in touch with forthcoming activities and initiatives, e.g. HSA Annual National Festivals, Regional Workshops and Major Concerts.
 - Produce a written Annual New Zealand or State/Territory Report for submission to the HSA President for inclusion in the President's Annual Report to HSA. This means that a Representative should confer and liaise with the respective Group Leaders/Directors in New Zealand or Australian State/Territory in order to obtain a brief report from each, and then incorporate these individual reports appropriately into a single State, or in the case of New Zealand, Country Report for submission to the President, by or before the deadline date.

ROLE OF THE REGIONAL REPRESENTATIVES (CONT.)

- Take a genuine interest in the composition, circumstances and achievements of groups of ringers Australasia-wide, but particularly *in their own State/Territory or in the case of New Zealand, country*, and, when requested, and when appropriate to do so, identify particular resources, and tender possible problem-solving strategies for individuals and groups.
- Keep abreast of developments in the wider world of ringing through liaison with the HSA President.
- 'Scan the scene', New Zealand or Australian State/Territory-wide, in an attempt to spot potential for the development of (a) new group(s) of ringers, and (b) recruitment to HSA.

N.B. It is extremely important that a particular regional representative be respectful of another representative and ensure that should they be invited to do anything specific in a region other than their own, that they keep the specific regional representative informed at all times.

LIFE MEMBERSHIP AWARD HANDBELL SOCIETY OF AUSTRALASIA.

POLICY

The Handbell Society of Australasia (HSA) will acknowledge and celebrate the outstanding achievement of members and friends of the HSA. Their outstanding contribution to the art of handbell/melody chimes/belleplate ringing in Australasia will be acknowledged through the bestowing of a **Life Membership Award**.

PREAMBLE

Throughout the history of the HSA, there have been members and friends of the HSA who have made outstanding contributions to the HSA and to the lives of people who live in Australasia.

The Life Membership Award recognises the actions and achievements of people who go above and beyond what reasonably could be expected, and, in doing so, encourage others to make a significant contribution to the organization and to the people's quality of life. The award celebrates the significant difference those people have made to their community at a State, National, Australasian or International sphere.

PROCEDURES

The nomination will be submitted to the HSA Executive who will make a decision and advise the general membership at the Annual General Meeting (AGM) of the HSA. If the nominating person is present at the AGM, then that person may speak to the nomination.

Who can be nominated?

Any individual who resides in Australasia can be nominated for an award of Life Membership. Any member or handbell group/team/ensemble of the HSA can nominate someone for the award.

How do you prepare a nomination?

The nominee needs to fill out a nomination form or prepare a submission with specific examples of how the nominee's contribution/s has/have been outstanding.

In addition to providing a list of positions an individual may have filled, it is helpful to include examples that best show how the nominee has gone above and beyond what could be reasonably expected of someone in a similar position. In preparing the nomination, time should be devoted to considering why it is thought that the nominee's service and achievements are outstanding and worthy of recognition through the Life Membership system.

LIFE MEMBERSHIP AWARD (CONT)

How are nominations assessed?

The HSA Executive will consider all nominations and make recommendations to the AGM.

In making recommendations, the HSA Executive seeks to satisfy itself that the person concerned has:

- demonstrated significant contribution to the Handbell Society of Australasia
- made a contribution over and above that which reasonably might be expected.
- stood out from others by his/her significant voluntary contribution to the community.

The degree and value of the contribution, rather than merely length of service, is the primary focus for the award.

Is it necessary to provide referees?

Yes. The names and addresses of individuals who would be in a position to comment directly on the nominee's contribution to HSA should be provided. One or two referees are advisable.

Are nominations confidential?

All nominations are strictly confidential.

How long does it take for the nomination to be considered?

It is preferable that the nominations be received at least six months prior to the AGM.

How is the successful recipient told of his/her award?

The successful recipient is informed at the AGM meeting and then in writing.

What does the successful recipient receive?

The successful recipient receives a certificate, the waiving of all future individual membership fees, and receives the Handbell Herald.

More information:

Please contact the President of the HSA for further assistance.

Forms

There are forms which may be submitted to make it easier for the nominating person.

LIFE MEMBERSHIP AWARD FORMS (CONT.)

Form Number 1

A. PERSON SUBMITTING NOMINATION (Please use BLOCK letters)

Title (Mr, Mrs, Ms, Miss, Dr, Prof etc.)	Surname	Given Names
Postal Address		Country
Are you an individual or group member of HSA	Yes	No
Telephone No	Home Business	Mobile
Email Address		

Signature _____ Date _____

Witness to the signature of nominating person _____ Date _____

Form Number 2

B. PERSON YOU ARE NOMINATING (Please use BLOCK letters)

Title (Mr, Mrs, Ms Miss, Dr, Prof etc.)	Surname	Given Names
Postal Address		Country
Telephone No	Home Business	Mobile
Email Address		
Activities undertaken by the person you are nominating for the Life Membership Award.	<p>In this section, you should set out the details of how the nominee has made a significant contribution to the Handbell Society of Australasia. Make sure the contribution is over and beyond what reasonably could be expected. As a guide you may wish to consider some of the following questions:</p> <ul style="list-style-type: none"> • In what role(s) or area(s) has the nominee excelled? • How has the nominee demonstrated that contribution? • How has the nominee's contribution impacted on a particular field, locality, group, community, country or international field? • Over what period of time has the nominee made a major commitment? • Has the nominee's contribution been recognised elsewhere (e.g. by other awards, professional/interest groups or through local government)? • What makes this person stand out from others? 	

POLICY NUMBER 8 (CONT.)**LIFE MEMBERSHIP AWARD FORMS (CONT.)****Form Number 3****C. DETAILS OF REFEREE WHO IS ABLE TO MAKE A COMMENT ON THE PERSON YOU ARE NOMINATING (Please use BLOCK letters)**

Title (Mr, Mrs, Ms, Miss, Dr, Prof etc.)	Surname	Given Names
Postal Address		Country
Telephone No	Home Business	Mobile
Email Address		
In what capacity are you acting as a referee?		
Please comment.		

THE HANDBELL ACADEMY

INTRODUCTION

The Handbell Academy is a music education and training concept which allows the Handbell Society of Australasia (HSA) to identify and respond to a diverse range of opportunities in multiple locations simultaneously, and therefore is not limited to one geographic location. The basis of this concept is to provide a training environment for current and potential directors.

The Handbell Academy is complementary to a range of existing policy initiatives.

BACKGROUND

The HSA has identified that in order to achieve the society's aim, 'to promote the art of handbell ringing in Australasia', the number of skilled handbell directors needs to be increased, and opportunities for existing directors to enhance their current skills' base must be available.

One of the limiting factors in the growth of ringing throughout Australasia is the number of confident and competent directors. To achieve our aim to promote the art of handbell ringing in Australasia, the HSA needs to increase the number of directors, by providing a training environment in which they can upskill and practise directing.

The main aim of the Handbell Academy would be to identify, select, train and mentor potential and existing directors by creating a supportive learning environment that allows them to up-skill, gain experience in directing, and have exposure to a diversity of handbell ringers both in age and skill levels.

The hosting of the 12th International Handbell Symposium in 2006 provided both the inspiration and the financial resources to make this policy feasible.

In 2007, the HSA resourced Barbara McGeever and Carmel Daveson to visit Hong Kong to research the Hong Kong Handbell Academy which is an initiative of Ms Emily Li.

The 2007 – 2010 Strategic Plan named one of the key outcome areas as 'Continuous and Accelerated Music Education and Training'. The plan stated that one of the ways this priority outcome would be advanced was by the establishment of one Handbell Academy initiative for the training of directors, utilizing HSA resources.

THE HANDBELL ACADEMY (CONT.)

POLICY

The Handbell Academy is to provide additional opportunities for the continuing handbell training and up-skilling of current and potential directors, through exposure to a variety of handbell ensembles with different age groups and ability levels, thus increasing the number of people involved with handbell ringing in Australasia.

GOALS OF THE HANDBELL ACADEMY

1. To develop the confidence and competence of **future directors**, particularly those without formal tertiary music qualifications:
 - To provide opportunities for potential directors to play and to direct a range of handbell ensembles, thus experiencing ringing at different skill levels
 - To engage with other instrumentalists and composers about musical issues with relation to handbells, by providing opportunities to perform with a number of different musicians and ensembles, or by inviting other musicians/composers to participate in rehearsals
 - To provide an opportunity for future directors to participate in an advanced ensemble in order to improve and to develop their skills to a point where they feel confident enough to establish their own handbell ensembles.
2. To form **alliances** with a range of organisations with the view of these organisations contributing to the overhead costs of running a Handbell Academy initiative².
3. To develop **awareness** among local composers of the potential of handbells as an instrument, and to provide the vehicle for which compositions can be trialed and performed:
 - To increase the number of advanced compositions for handbells by Australian composers through exposure to the instrument.

² These contributions include, although are not limited to, rehearsal space and secure storage space.

THE HANDBELL ACADEMY (CONT.)

PROCEDURES

1. Each initiative will require an application to the HSA Executive who will form a decision after considering advice sought from the Music Education and Training Subcommittee.
2. Following approval, a Memorandum of Understanding (MOU) will be agreed upon between the Handbell Academy and the group/structure applying.
3. All involved persons under the MOU must be financial members (as either an individual or group) of the HSA.
4. Each alliance will be monitored annually and reviewed triennially, with the opportunity of renewal, pending Executive approval.
5. The MOUs will cover issues such as, though not limited to, insurance, music, roles and responsibilities, and promotional and fundraising matters.
6. Every performance will incur a 50% profit margin to be paid to the HSA for redistribution into the Handbell Academy initiative.
7. The directors will agree to being mentored and supported by nominated HSA experienced directors.
8. The nominated director of each group will be responsible for ensuring mentorship of ringers who display potential as a director, by providing supervised directorial experience for the ringer.

Last edited 25th May 2008, and adopted 28 May 2008

EMAIL MEETINGS

POLICY

The Handbell Society of Australasia (HSA) may hold some of the Executive Meetings using a range of technology: email, teleconference, video-conference or any new developments which may occur from time to time.

BACKGROUND

In 2004, the members of the Handbell Society of Australasia Inc (HSA) amended the Rules of Association to allow for committee meetings to be conducted using 'any technology (including email) consented to by all the Committee Members'.³ Rules 8.3, 8.4 and 8.6 of the Association refer to the notice which must be given to Committee Members, the Quorum Required and the Voting Process.

The relevant rules have been extracted from the Rules of Association and are as follows:

8.2 Method of Holding Committee Meetings

- (a) The Committee Meeting may be called or held using any technology (including email) consented to by all the Committee Members.
- (b) The consent referred to in paragraph 8.2(a) may be a standing one, in which case a Committee Member only may withdraw their consent within a reasonable period before the Committee Meeting.
- (c) A written resolution signed by, or agreed to, by each Committee Member for the time being entitled to receive notice of a Committee meeting, is as valid and effectual as if it had been passed at a Committee meeting that was properly called and held.
- (d) A resolution mentioned in paragraph 8.2(c) may consist of several documents in like form, each signed by one or more Committee Members.

8.3 Notice of Committee Meetings

- (a) Oral or written notice of a Committee Meeting must be given by the Secretary or other Committee Member to each Committee Member at least 48 hours (or such other period as unanimously may be agreed on by the Committee Members) before the time appointed for the holding of the Committee Meeting.
- (b) Notice of a Committee Meeting given under paragraph 8.3(a) must specify the general nature of the business to be transacted at the meeting, and no business other than that business is to be transacted at the Committee Meeting, except business which the Committee Members present at the Committee Meeting unanimously agree to treat as urgent business.

³ See Rule 8.2 (a)

POLICY NUMBER 10 (CONT.)**EMAIL MEETINGS (CONT.)****8.4 Quorum for Committee Meetings**

- (a) A Quorum for a Committee Meeting must be one third of the total number of positions on the Committee, excluding vacancies, with a minimum of two.
- (b) No business is to be transacted by the Committee unless a Quorum is present, and if, within half an hour of the time appointed for the Committee Meeting, a Quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the next day.
- (c) If, at the rescheduled Committee Meeting, a Quorum is not present within half an hour of the time appointed for the Committee Meeting, the Committee Meeting is to be dissolved.

8.6 Voting at Committee Meetings

- (a) Any resolution at a Committee Meeting must be passed by a simple majority of votes, and in the event of equality of votes, the President or other officer presiding at the Committee Meeting must have a casting vote in addition to a deliberative vote.
- (b) A Committee Member, having a pecuniary interest in a contract with the Society, must disclose that interest to the Committee as required by the Act, and must not vote with respect to that contract.

PROCEDURES

1. Any member of the Committee may advise the Secretary or President of his/her wish to hold a meeting, and of the purpose for which the meeting is to be convened.
2. Any member may generate a motion which he/she wishes to have adopted by other committee members.
3. The Secretary or President will ensure that the motion is both moved and seconded.
4. The Secretary or President will send an email to all Committee Members advising that an email meeting is to be convened. This notice must be sent out at least 48 hours before the meeting.
5. The email notice of meeting must state the purpose for convening the meeting.
6. A Quorum must be one third of the members on the Executive Committee.
7. The email meeting must be responded to within seven days.
8. The votes will be compiled by the Secretary or President.
9. A Minutes of Meeting will be compiled within seven days and forwarded to all Executive Committee Members. The names of all Committee Members who responded to the email meeting will be recorded in the Minutes.
10. A record of the meeting will be kept by the Secretary and recorded in the Minute Book.
11. The adoption of the Minutes of the Meeting will be the first item on the agenda of any subsequent meetings (face to face or email, whichever is the first meeting after the email meeting).

HANDBELL RINGERS OF SINGAPORE AND HANDBELL SOCIETY OF AUSTRALASIA 'YOUTH DEVELOPMENT CULTURAL EXCHANGE POLICY'

POLICY

The Handbell Society of Australasia (HSA) has an alliance with the Handbell Ringers of Singapore (HRS) to promote youth cultural exchange between the countries of Singapore, New Zealand and Australia through the medium of handbell and handchime ringing. The Youth would be up to the age of 25 years.

PURPOSE

The purpose of the Youth Development Cultural Exchange policy is to provide wider opportunities for young people from Singapore, New Zealand and Australia to:

- I. appreciate the culture, development and way of life of each other's country hence fostering mutual understanding, respect and the cross-fertilisation of ideas and values;
- II. have knowledge and personal experience of the countries and thus develop close and enduring links with each other and life-long friendships;
- III. work together to advance musicianship across cultures through collectively playing handbells and handchimes and appreciating each other's' art-form;
- IV. promote global citizenship.

APPLICATION

A 'Project Terms of Reference' will be established for the life of **a specific project** and the Executive will communicate with the nominated Convenor of the Project working group.⁴

The application of the policy will depend on the specific project e.g. Individual Team Exchanges or a Youth Handbell Camp.

⁴ Refer to template "Project Terms of Reference"

PROCEDURE FOR INDIVIDUAL TEAM EXCHANGES

The Individual Team Exchange means that individual teams might seek to visit Singapore, New Zealand and Australia.

- I. **Initial Contact:** As this is an initiative of two structures, the initial request and introduction should be made by the nominated representative of either the Handbell Ringers of Singapore or the Handbell Society of Australasia. Further to the contact then the nominated person will explore with the Director or nominated person of the particular handbell group/ensemble (a) time of the year; (b) age of the group (c) expectations; (performance opportunities; civic performances (e.g. aged care facility); educational requirement and so on); (d) possible numbers and chaperones.
- II. **Initial Planning:** This should commence approximately six months prior to the project.
- III. **Referral:** Once the initial expectations are clarified then the nominated HSA person will advise the various HSA Executive and State Representatives always copying in the President. The opportunities for the exchange will be explored and once a decision is made between the various groups, then the HSA Executive will be advised.
- IV. **Workshop Opportunities:** As this is an initiative of both guilds, the President or Executive Director of the organisations will ensure that any training will be offered by a workshop clinician which has been endorsed by the organisations. If the workshops are being offered by a clinician from both groups, then there will not be any charge. However, if the exchange group is interested in something more than a mutual workshop, then a charge might be made, but subject to the endorsement of the two organisations.
- V. **Agreement:** For the sake of clarity a final exchange of emails must be endorsed by the two organisations.
- VI. **Honorarium:** A nominal honorarium might be charged by the Guild which is facilitating the coordination of the project.
- VII. **Insurance:** The different groups must be responsible for their own insurance costs.
- VIII. **Budget:** Visiting teams will pay for all their own airfares, meals, cost of tours, hotel and local transport costs and any additional costs which might not be expected.

SUGGESTED PROJECT TEMPLATE (Five days and Four Nights)

1. Project one

Five Day, Four Nights (FD4N)

- a. Involvement with one or two schools. This will include separate performances, mixed ringing, interaction and the building of relationships and sit in lessons in a classroom.
- b. At least 1 (one) performance opportunity in school or public location;
- c. Community involvement project (perform in an Aged Care Home or a Church);
- d. Sightseeing.
- e. Learning or exposure to a cultural instrument e.g. Aboriginal Clap Stick, Didgeridoo

Possible Tour Programme

Day One: Arrival at destination and a city tour

Day Two: Interaction and mixed ringing and the learning of a cultural art form. This might also include specialized training by the directors of the two groups.

Day Three: Performance in School and / or Community Involvement Project.

Day Four: Sightseeing

Day Five: Any other music opportunities and departure for home.

2 PROCEDURE FOR ASIA PACIFIC YOUTH HANDBELL CAMP

The Youth Handbell Camp Project focuses on young people up to the age of 25 years coming together once every two years to be led by a Class A conductor who would be representing the two founding guilds. At the same time, up to two local conductors will also be involved who have intermediate and high level ringing and musical skills, to offer them the opportunity of increasing their own experience, knowledge and skills.

SUGGESTED YOUTH HANDBELL CAMP PROJECT TEMPLATE: Four days and Three Nights.

Four Days and Three Nights (4D3N) Thursday to Sunday

Three main conductors (from USA/JAPAN, HSA and HRSG)

- a. Three categories: Tin, Copper and Bronze Handbell Musicians;
- b. Two teams of 14 ringers at least to form a category;
- c. Each Ringer will ring 4 pieces (three massed ringing by one main conductor);
- d. Each conductor must present 1 workshop topic;
- e. Host guild will supply additional six (6 mentors) to encourage adult participation;
- f. The programme will include massed ringing; ability level ringing, workshops, combined meals, excursions and closing concert.
- g. Pre or Post Camp Events will include cultural or handbell learning and sightseeing.

Action Plan

- Australia will organise the first event as it has International Handbell Symposium planning experience;
- Launch hopefully in 2015 or a non- International Handbell Symposium Year.
- Costs underwritten by registration fee and any government subsidies.

Policy adopted and signed off 27th October 2015
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RISK MANAGEMENT

POLICY

The Handbell Society of Australasia Inc is committed to the responsible identification and management of risks which may arise during the delivery of services and the general management of the organization.

The Handbell Society of Australasia's "Risk Management policy" guides how our organisation assesses and responds to risks which we will inevitably encounter in managing and delivering our services. This policy will ensure that risks are removed, minimized or managed to maximize safety for our volunteers (including Executive Committee, Sub-Committees, Task Groups) and membership and ensure the viability, quality and accountability of our service to our membership.

GUIDELINES

Purpose

The purpose of these guidelines is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

Definition

"Risk" is the probability that an occasion will arise that presents a danger to our organisation, members of our executive, sub-committees, task groups, our volunteers, or the general public. It includes but is not limited to:

- Legal hazards
- Reputational hazards
- Financial hazards
- Physical hazards

Policy Context: This policy relates to the following:

Legislation or other requirements	Constitution Associations Incorporation Act 1985 (South Australia) https://www.legislation.sa.gov.au
Other	Managing the Organisation Booklet: The organisation's management systems are clearly defined, documented and monitored and communicated (where appropriate) including finance, assets and risk. Strategic Plan Asset Register
Work Place Health & Safety standards	Refer to the State in which any Festival or workshop is held.
Insurance	

RISK MANAGEMENT (Cont)

Procedure

Risk Management Plan includes the following information.

- A. *Date identified:* date the risk was identified
- B. *The specific risk identified:* these are the risks identified by the organisation
- C. *What can go wrong:* details of what can go wrong in relation to the risk
- D. *Consequence:* the consequence of the risk, using the risk rating matrix
(included in this policy.):
 - 1= Insignificant
 - 2= Minor
 - 3= Moderate
 - 4= Major
 - 5= Catastrophic
- E. *Likelihood:* the likelihood of the risk occurring, using the risk rating matrix (included in the policy template):
 - 1. Almost Certain
 - 2. B: Likely
 - 3. C: Possible
 - 4. D: Unlikely
 - 5. E: Rare
- F. *Risk Rating:* the rating for each identified risk, using the risk rating matrix:
 - L = Low
 - M = Moderate
 - H = High
 - E = Extreme
- G. *Current controls to reduce risk:* the controls or strategies in place to control or reduce the risk
- H. *Date reviewed:* Date the risk and controls were reviewed to identify improvements
- I. *New controls:* Additional controls necessary to control or reduce risk or changes to existing controls.
- J. *Persons Responsible for Identified Actions*
- K. *Date by which actions are to be completed.*

Identifying and Assessing Risks

The organisation will develop a risk management matrix and identify who is involved in identifying risks, and what sources of information and expertise are considered in identifying risks, such as:

- Membership user feedback
- Accident/ Incident Reports
- Complaints
- Review of policies and procedures and processes
- Management knowledge and understanding of governance.
- Results and advice from external audits and compliance processes.

The processes used to regularly identify risks could include a (i) standing agenda items for Executive Committee meetings and or (b) part of our annual organisational planning; and or (c) advice from sub-committees and task groups.

Risk Rating Matrix to assess each risk:

		CONSEQUENCES				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
LIKELIHOOD	Almost Certain A	Medium	High	High	Extreme	Extreme
	Likely B	Medium	Medium	High	High	Extreme
	Possible C	Low	Medium	High	High	High
	Unlikely D	Low	Low	Medium	Medium	High
	Rare E	Low	Low	Medium	Medium	High

Identifying and Implementing Controls

Controls are strategies to manage risk balanced against the cost and inconvenience of the control. Common controls include:

- Governance training
- Provision of information
- Maintaining adequate insurance
- Changes in procedures or practices
- The development of plans for dealing with risks that occur.
- The use of safe or safer equipment; e.g. our handbell and handchimes
- Personal checks including referee checks, driver's licenses, motor vehicle registrations, professional registrations, criminal history checks

Decisions about controls are generally made following the identification and assessment of risks.

Simple controls should be determined by the volunteer or the delegated person. Controls which entail any significant cost or policy change may require Committee approval.

RISK MANAGEMENT (Cont)

Recording Improvements

Improvements implemented as a result of a risk management review and planning are recorded in the Continuous Improvement Plan (and be noted and a reference made to the Risk Management Plan) to ensure that they are implement, monitored and evaluated.

The Secretary will be responsible for keeping the Plans filed and the Executive are responsible for ensuring the plans are compiled and up to date and how they will be monitored (e.g. sub-committee meetings) to ensure actions are implemented.

Actions also need to be reviewed to sure that they are having the intended effect and that there are not unintended consequences.

Other related policies and documents

The policies related to the risk management policy should be:

- all policies contained in the “Managing the Organisation” booklet.
- Strategic Plan
- financial management and delegations policy
- asset management
- continuous improvement

Review processes

The Executive will determine how often the policy should be reviewed and the process for doing this.

Suggestions for undertaking the review include:

- **frequency of review:** Most policies benefit from a bi-annual review. However, when we implement a policy then we become aware as to what is used to decide which changes are necessary. The risk management policy could be part of a three-year period. The Strategic Plan should be reviewed every four year.
- **responsibility for the review and process:** The Executive Committee will be responsible for reviewing this policy and may delegate to an appropriate volunteer or sub-committee. Recommendations may come from members, or various sub-committees or task groups.
- **process for the review:** Decide which sub-committee, volunteers, external people and/or organisations will provide input to the policy review.
- **decision-making process:** The Executive will be responsible for signing off on the policy after feedback has been considered.
- **documentation and communication:** What other policies inform the risk management policy? How will changes to the policy be communicated to membership or appropriate volunteers implementing the policy? In our small organisation we may note changes at meetings or an email memo may be needed.

RISK MANAGEMENT (Cont)

Review processes (Cont)

- key questions for the review:** Is the policy being implemented? Are procedures being followed? Is the policy clear? What has changed that may prompt a change to the policy? Have particular stakeholders had difficulty with any aspect of the policy? Can their concerns be resolved? How does the policy compare with that of similar organisations?

Policy adopted: <i>indicate date and of the motion</i>	
Policy review frequency: <i>Indicate how often the policy will be reviewed</i>	Responsibility for review: <i>Indicate who will review the policy</i>
Review process: <i>Describe how the policy will be reviewed</i>	
Documentation and communication: <i>Describe how the policy decisions will be documented and communicated</i>	