

RNZPBA

Band Administrators Year Planner

September 2008

	January	February	March	April	May	June	July	August	September	October	November	December
General Administration		<i>NZ Pipeband</i> mag content required mid month	RNZPBA AGM held at National Contest venue	Audio Conf-Centre Presidents. <i>NZ Pipeband</i> mag content required mid month	Inform RNZPBA of band Office bearers (following band AGM)		<i>NZ Pipeband</i> mag content required mid month			Audio Conf-Centre Presidents. <i>NZ Pipeband</i> mag content required mid month		Notices of motion for AGM close
Band Membership		Database updates to be completed by end of month	Receive invoice for subs/caps. Due now				Final date for Subs and Levies payments					
Board Nominations									Nominations called for	Nominations close 31 Oct	Ballot circulated 20th	Ballot closes 20th
Remits			Remits prepared	Remits submitted to Centre for endorsement		Endorsed remits submitted to Board by 15th	Remits altered/withdrawn		Remits discussed at Conference. Final copy circulated for voting		Voting closes 30th	New rules apply unless impractical
National Conference	Date and venue set by Board					Agenda items invited		Indicate attendance. Agenda circulated	Conference			
National Contest	Notification of withdrawal from contest or event to National Supervisor		National Contest		Next Contest venue visited			Ballot for music judges held	Entries open online. Applications to run contest 2 years out called for		Entries close (120 days prior to contest). Contest draw completed	Applications for contest 2 years out close.
National Judging Panels	Reminder that nominations close 31 March		Centre endorsed nominations close 30th	Nominees considered by Selection Committee			Reminder that nominations close 30 Sept		Centre endorsed nominations close 30th		Nominees considered by Selection Committee	
Education	RNZPBA Summer School held		Visiting Tutor application forms available. Due 1 June	SummerSchool enrollments open	Visiting Tutor applications to be sent	SummerSchool enrollments close 30th. Potential education seminar advised		Successful Visiting Tutors applications advised		SummerSchool newsletter sent to bands.	VTP to be completed	