



2018 INTERNATIONAL HANDBELL SYMPOSIUM – CAIRNS, AUSTRALIA ,

TERMS OF REFERENCE

1. NAME OF HSA's THE SUB-COMMITTEE:

2018 INTERNATIONAL HANDBELL SYMPOSIUM CAIRNS, AUSTRALIA

2. PURPOSE

The purpose of the 2018 International Handbell Symposium (IHS) Sub-Committee is to plan, organise, run and evaluate the '2018 International Handbell Symposium Cairns, Australia' event which will be held from late afternoon on 6 to 11 August 2018 and conclude on the evening of 11th August 2016. The Symposium will be open to all handbell and hand chime groups and individuals belonging to the international handbell guilds, regardless of age and experience.

3. DATE:

The date of the 2018 International Handbell Symposium Cairns, Australia will open late afternoon on the 6th and conclude with the public concert on the 11th August 2018.

4. MEMBERSHIP OF 2018 IHS CAIRNS, AUSTRALIA SUB-COMMITTEE

The Committee shall consist of:

- Convenor: Carmel Daveson
- Convention Centre Event Manager: Ali O'Connell
- Secretary: to be selected or co-opted
- Registrar/ IHS Treasurer: Andrew Robinson (to be invited)
- Convenor of the Youth Strand: Barbara McGeever
- Timothy Sherlock
- Other members may be co-opted as the sub-committee sees appropriate.

5. TASK GROUPS

The 2018 IHS Cairns, Australia sub-committee will establish a number of task groups to ensure that the work is completed.

- These Task Groups will be responsible to the 2018 IHS Cairns, Australia Sub-committee for the implementation of the work allocated to them.
- Each task group will have specific duties outlined to them.

6. ACCOUNTABILITY:

- The 2018 IHS Cairns, Australia sub-committee will be responsible to the HSA executive via the Convenor. The convenor's responsibilities are as follows
- To be accountable to the HSA Executive Committee for the work of the 2018 IHS sub-committee for the planning, implementation and evaluation of the 2018 International Handbell Symposium, Cairns, Australia and to ensure that the communication systems are established and that minutes are provided on a regular basis.
- To be accountable to the International Handbell Committee, ensuring that the vision of the International Handbell Committee is upheld through the implementation of the 2018 IHS
- To include members of the 2018 IHS Planning sub- committee, through collaborative decision making and to ensure that communication systems are established, tasks allocated and decisions implemented.
- To ensure that the registration fee meets all items budgeted and that HSA does not suffer a financial loss.

7. The HSA Executive Committee's role is:

- To support the Convenor in his/her role by promptly replying to any enquires, and providing financial resources for the initial planning of the 2018 International Handbell Symposium, Cairns, Australia.
- .To provide a steering grant if requested. This grant will be repaid in full at the end of the evaluation period following the Symposium.

8. REPORTING

- The Convenor will communicate directly and regularly to the HSA Executive via emails, phone calls and minutes.
- The Convenor will communicate to the International Handbell Committee via the Honorary Executive Officer and the members of the committee where appropriate.
- The Treasurer will ensure that the audit is completed and available for the financial year 2018 – 2019
- All symposium communication with the International Handbell Guilds on all matters will be via the Convenor.
- The Convenor will copy the appropriate Sub-committee member into all emails to the International Handbell Guilds where necessary.

9. TIME LINE

The Sub-Committee's responsibilities are assumed when the Executive have endorsed the Terms of Reference and will continue until the final budget is acquitted and profits (if any) are forwarded to the Treasurer. The acquittal of the budget should be completed if possible, within a three-month period.

10. RESOURCING

Financial:

- The Executive will be responsible for forwarding "steering" funds for planning purposes to the IHS 2018 Sub-Committee on request from the convenor. This money will be returned to the Society after the finalisation of the budget.
- The Treasurer will keep an account of all money expended prior to the symposium so that the society can be reimbursed for any costs incurred prior to the symposium.

Human:

- The members of the 2006 International Handbell Symposium, Brisbane, Australia, Carmel Daveson Convenor and Barbara McGeever Committee member, will provide support and mentoring to the 2018 IHS Cairns, Australia Committee
- Jenny Cauhorn, Executive Director, Handbell Musicians of America and Mrs Shin, Honorary Executive Director of the International Handbell Committee will provide support and mentoring as they have been involved in running past International Handbell Symposia.

Physical:

- The International Handbell website, the HSA website, the HSA Facebook page and the Handbell Herald will facilitate the communication flow to the ringers throughout Australasia
- The International Handbell website will facilitate the communication flow and throughout the world. <http://www.internationalhandbells.org/international-symposium/>

11. NAME OF THE SYMPOSIUM

The name of the symposium will be:

**Together in Harmony:
*The Reef and Rainforest Ring***

(Signed by Convenor of the Sub-Committee)

Date