



2021 Committee of Management

An effective Parent Management Committee is essential to enable the smooth running of the Preschool. The Committee is responsible for the day-to-day management of the Preschool, employs the staff, monitors the quality of the educational program, ensures that the building and playground are kept in a clean safe condition, is responsible for the long term strategic direction of the preschool, sources grants and funding for infrastructure and fundraises for new and replacement equipment and toys. All persons with children enrolled in the service are eligible to nominate for a Committee position; who do not have any children enrolled at the service are welcome to join the association (for the nominal fee of \$1) and then may nominate for a Committee position.

General Information

- **All positions** require a current Working with Children Check (Volunteer applications are free) and a Police Check no less than six months old. (currently \$18.40 for a volunteer position through Victoria Police). You are welcome to apply for a police check through another authorized service if you choose to do so.
 - If are continuing in 2021 with the Committee (either in a committee or sub-committee role), you do not need to resupply the above, unless your Working with Children check has expired or your circumstances have changed.
 - If you have previously participated on Committee (2019 or earlier) and wish to rejoin, you will be required to complete the above as your participation has not been consecutive.
- As continuity plays an important role in the effective running of the preschool, we have noted below positions that existing committee members are intending to re-nominate for.
- **All new members must complete a handover session with the retiring member in the week following the AGM. We will introduce you to the retiring member and you can arrange a suitable time to meet/meet remotely.** *handover would normally be completed at the preschool, however due to COVID must be completed at an alternate location.
- We will host a joint meeting of staff, outgoing and incoming committee members on Tuesday 8 December to introduce the new members, for them to gain an understanding of how Committee meetings are conducted, answer any questions and go through any items to be addressed through the January break.
- Executive Committee members, and the Enrolment Officer are also required to attend training hosted by Nillumbik Shire Council in February/March 2021.
- All Executive and General members (excluding Secretary) are required to submit a report for the monthly meeting.

Remaining Meeting for 2020

Committee Meeting: Tuesday 8 December 2020 – 7:30pm (transitional, outgoing and incoming members in attendance)

Tentative Committee Meetings Scheduled for 2021 – all commencing 7:30pm

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|------------------------|-------------------------|------------------------------------|--|
| 1. Tuesday 16 February | 2. Tuesday 16 March | 3. Tuesday 20 April | 4. Tuesday 18 May |
| 5. Tuesday 15 June | 6. Tuesday 20 July | 7. Tuesday 17 August | 8. Tuesday 21 September |
| 9. Tuesday 19 October | 10. Tuesday 16 November | AGM:
Tuesday 23 November | 2022 Handover:
Tuesday 30 November |
| 11. Tuesday 7 December | | | |

Position Descriptions

Executive Committee

President *Existing member renominating*

The President acts as the official spokesperson for the preschool and are the Approved Provider of the service. They are the first point of contact for all matters in relation to the preschool operations and ensuring all governance obligations are met. They chair Committee and general meetings and coordinate the activities of the Committee. The President ensures that Committee members fulfil their roles and that all required tasks are being attended to. Ensures effective communication between the Committee, staff and members (families). The President with the support of the Staff Liaison is also responsible for the management and employment of the staff.

Vice President

Assists the President where necessary including chairs meetings if President is unavailable. Develops, maintains, reviews and updates preschool policies. Oversee all aspects of monthly and quarterly OH&S audit. Hold a spare key to the preschool and be the first contact person for the security company. Work with staff developing QIP (Quality Improvement Plan).

Secretary

Prepares agendas and record all business at meetings, electronically minute meetings and store files, register of members and key register; arrange notices of meeting and update confidential computer files at the preschool. As the Public Officer, the Secretary is required to notify the relevant bodies of changes to Committee of Management and submit financials. Check the PO Box located at Greensborough Plaza as required (email prompts), open all mail and pass onto relevant staff or committee members (via pigeon holes in kinder office) in a timely manner.

Treasurer *Existing member renominating*

The Treasurer is responsible for the Financial Management of the Preschool and oversees the organisation's financial accountability. The Treasurer supports the Finance Coordinator in fulfilling their role to manage the day to day finance operations of the preschool.

The Treasurer is the primary administrator for bank accounts, this includes liaising with the bank and overseeing Committee Members access and activities involving monies, as well as the maintenance of Term Deposits. This position also includes authorizing payments, deposits, reviewing bank statements, and other supporting documents, using internet banking and MYOB Essential to assist this process. The Treasurer prepares monthly financial reports for submission to monthly Committee Meetings and budget planning. This position would be ideally suited to someone with experience in accounting or bookkeeping.

General Committee

Enrolment Officer *Existing member renominating*

Liaises with Nillumbik Council Preschool team regarding enrolment status and directs any applications for the 3 & 4 year old programs to Nillumbik Council.

Available to assist with expressions of interest and answer queries from prospective families about the 3 & 4 year old programs and Extended Care program

Prepares and emails all necessary enrolment information via EnrolNow CRM software, including group nominations & deposit requests, first term fee information, and all necessary enrolment forms for completion. Completes the group allocation process for all programs including the Extended Care Program, and processes online enrolment forms.

Staff Liaison *Existing member renominating*

Formal representative for staff within the committee. Assist President and staff with HR matters as required. Maintain staff records, staff development and police checks etc. The Staff Liaison also holds the position of Grievance Officer and manages any complaints received.

Fundraising and Events Coordinator (2 positions)

Oversee and coordinate fundraising events and fundraising activities to be carried out throughout the year. Report on the progress of fundraising activities at the monthly committee meetings and provide a reconciliation of fundraising money raised (gross & net profit) to the Finance Coordinator so this can be reconciled to bank.

Communications Officer

Compile & distribute friendship lists to parents; manage online presence including social media sites (public Facebook page, closed Facebook group) and website maintenance. When necessary assist in preparing signage and marketing items and documents. Assist with committee meeting minute taking if Secretary is absent.

Grants Officer

In consultation with the staff, President and Planning Officer, researches and identifies suitable grant opportunities for the preschool, and then prepares and submits grant applications. Oversees completion purchases or works for successful grant applications and prepares acquittals.

Planning/Projects Officer *Existing member renominating*

Manage any building or maintenance works required or desired at the preschool, including liaising with Nillumbik council, contractors etc. Oversee long term strategic plan for the sustainability of the preschool.

Key Activity Officer

This role is new to 2021 and has been created specifically to ensure staff and committee are adequately supported in the successful completion of the following key activities that occur during the year.

- Open day (February) and early years promotional events *working with staff & President*
- Annual Parent Survey (June) *working with President*
- Support as required through enrolment and allocation period (September) *working with Enrolment Officer*
- Completing uniforms orders (sporadic throughout the year) *working with Communications Officer*
- Coordination of annual working bee (March/April) *working with Project Officer*

Sub-Committee Positions

The following positions are not Committee of Management positions and have no voting powers– they do not require attendance at Committee meetings but are welcome to attend.

Purchasing Officer *Existing member renominating*

Makes purchases of day-to-day items required for the kinder, including long life, perishable food items and basic cleaning products. The Purchasing Officer is provided a debit card with access to the preschool petty cash account to make these purchases (no personal funds are required to be used).

Fundraising and Events Sub-Committee (8 Positions)

Attend occasional Sub-Committee meetings to organise and assist with fundraising and events activities throughout the year as listed in Fundraising and Events Coordinator position description above. Tasks may include but are not limited to assisting to organize orders, hand out orders at pick-up/dropoff time, source donations, assist with preparation of events, assist at events etc.

Group Representatives (1 or 2 per group – Penguins/Platypus/Wombats/Possums)

Subject to COVID requirements, organise casual parent social dinner/night out or casual school holidays playdate at the park or similar, update the session helper roster for your group at the commencement of each term (Possums/Wombats).

Support Positions

The support positions are designed to be a list of names and contact info for people that the staff or committee may contact in the event assistance is required in the areas of maintenance or IT. They are not Committee positions and have no voting powers. It is not expected that all crew members help with all tasks, just those they are comfortable in completing. Handy parents or grandparents are all welcome to join the crew!

Maintenance:

Minor repairs or maintenance of equipment owned by the preschool on request of staff or Committee. This may include tasks such as mending broken furniture or toys or installing or rectifying something in the garden area.

IT:

Assist staff and committee with IT including Apple and Android products, internet and general technology support on request. Examples include setting up new technology, smartphone assistance etc.