



2022 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 \$18.60 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 2022 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 (2020 or earlier) and wish to rejoin, you will be required to complete the above as your participation has not been consecutive.
- **As directed by the DET, all Committee positions including sub-committee roles require the individual to be fully vaccinated or hold a medical exemption. Evidence is required to be provided or minimally sighted by the Secretary.**
- 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 may be completed at an alternate location.*
- Executive Committee members, and the Enrolment Officer are also required to attend training hosted by Nillumbik Shire Council in February/March 2022.
- All Executive and General members (excluding Secretary) are required to submit a report for the monthly meeting.

Tentative Committee Meetings Scheduled for 2022 – all commencing 7:30pm

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|------------------------|-------------------------|------------------------------------|--|
| 1. Tuesday 15 February | 2. Tuesday 15 March | 3. Tuesday 19 April | 4. Tuesday 17 May |
| 5. Tuesday 21 June | 6. Tuesday 19 July | 7. Tuesday 16 August | 8. Tuesday 20 September |
| 9. Tuesday 18 October | 10. Tuesday 15 November | AGM:
Tuesday 22 November | 2023 Handover:
Tuesday 29 November |

What is the Executive Committee?

The Executive Committee have legal and managerial responsibility for the running of the Preschool. From time to time the Executive Committee are required to make executive decisions and as such must have suitable qualifications to enable them to do so. This is a requirement mandated by the Australian Children's Education & Care Quality Authority (ACECQA) as well as local and state Government authorities. As part of taking up these positions, the Executive Committee are required to disclose that you have the management capability to fulfil these duties.

The Executive Committee:

- provides the executive direction and oversight of the Committee of Management and staff
- ensure all governance obligations are met
- streamlines many of the activities that the Committee of Management to make the Committee more efficient
- with the involvement of the Staff Liaison
 - o are responsible for the management and employment of the staff
 - o manage any high level or sensitive workplace issues or grievances
- ensures accountability to the funding body (DEECD)
- manages the relationship between the Preschool and Nillumbik Shire Council as landlord of the property and adherence to the Service Level Agreement (SLA) held between the two organisations
- are the appointed signatories and authorized users for financial transactions

The Executive Committee are directly supported by the Finance Coordinator (an employed position) who manages the day to day financial operations of the preschool.

Executive Committee (4 roles)

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 for both members (families) and governing bodies.

The President:

- chairs Committee and general meetings
- coordinate the activities of the Committee and 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)
- reviews and approves financial transactions submitted by the Finance Coordinator

Vice President **existing member renominating*

The Vice President supports the President and other Committee members in undertaking their roles and responsibilities, as required, and will also chair meetings and oversee functions in the absence of the President.

The Vice President:

- develops, maintains, reviews and updates preschool policies
- oversees OH&S functions
- supports the ongoing management of the preschool Quality Improvement Plan
- is the first contact person for the security company

Secretary **existing member renominating*

The Secretary is responsible for the ensuring the administrative aspects of the Preschool as an incorporated association are completed. The Secretary is also the recognized Public Officer of the incorporated association.

Their responsibilities include:

- record keeping for the Committee of Management and preschool association
- notifying relevant bodies of changes to Committee of Management and submitting documentation as required
- maintaining the register of members
- arranging Committee meetings, agendas and collecting/collating reports and ensuring accurate minutes of the resolutions and proceedings of meetings are recorded
- maintaining the key register and access to the preschool facility
- collecting preschool mail

Treasurer

The Treasurer is responsible for the Financial Management of the Preschool and oversees the organisation's financial accountability. The Treasurer:

- is the primary administrator for bank accounts
 - o manages the relationship between the preschool and bank
 - o oversees access to the bank accounts, cardholder access and permission levels
- reviews and approves financial transactions submitted by the Finance Coordinator
- is responsible for the maintenance of Term Deposits
- reviews expenditure and identifies areas for improvement
- prepares and monitors the annual budget
- prepares reports as required for Committee meetings with the support of the Finance Coordinator
- ensuring any cash monies received are deposited

This position would be ideally suited to someone with experience in accounting or bookkeeping, however this experience not required to fulfill the role.

General Committee (8 roles)

Enrolment Officer

The Enrolment Officer liaises with the Nillumbik Shire Council Preschool team regarding enrolment status and directs any applications for the 3 & 4 year old programs to Nillumbik Council. They are available to assist with expressions of interest and answer queries from prospective families about the 3 & 4 year old programs and Extended Care program.

The Enrolment Officer manages the enrolment activities utilizing the preschool EnrolNow CRM software, including:

- group nominations
- providing fee information and collecting deposits
- completion of enrolment forms
- *No Jab, No Play* policy (ensuring immunisation information is up to date as new immunisations are required), and receipt of medical action plans

Staff Liaison **existing member renominating*

The Staff Liaison is the formal representative for staff within the Committee. They support the President and Executive Committee and staff with HR matters as required.

The Staff Liaison:

- represents the Committee at staff meetings
- maintains staff records
- ensures that staff qualifications are current
- supports staff development
- holds the position of Grievance Officer and manages any complaints received.

Fundraising and Events Coordinator (2 positions) **existing members renominating*

The Fundraising and Events Coordinators oversee and coordinate fundraising events and activities to be carried out throughout the year.

They 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. They are responsible for ensuring any cash monies are deposited.

Communications Officer

The Communications Officer:

- supports the online presence including social media sites (public Facebook page, closed Facebook group)
- website maintenance
- marketing activities as required

The Communications Officer is responsible for supporting Secretary functions such as taking minutes if the Secretary is absent.

Grants Officer **existing member renominating*

The Grants Officer researches and identifies suitable grant opportunities for the preschool, and then prepares and submits grant applications. They oversee 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 Shire Council, contractors etc. Oversee long term strategic plan for the sustainability of the preschool.

Key Activity Officer

The Key Activity Officer ensures 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

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/drop off time, source donations, assist with preparation of events, assist at events etc.

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

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.