



2014 AGM & Committee of Management Positions

Dear Diamond Hills Family,

You're invited to the Diamond Hills Preschool AGM on 25 November

I encourage you to attend the AGM and consider nominating for a position on the 2015 Committee. An effective Parent Management Committee is vital to enable the smooth running of our Preschool. The Committee is responsible for the day-to-day management and decision making of the Preschool. This enables you to have a say in decisions which will affect your child's preschool experience and is also an interesting and enjoyable role.

Below is an outline of all positions that we required filled at the AGM. If you have any questions please call me or chat to any of the current committee who will happily discuss any of these positions with you.

Regards,

Linda Wein

**DIAMOND HILLS PRESCHOOL
President, Committee of Management**

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Committee of Management Positions

President - Chairs monthly meetings and generally administers the efficient running of the Preschool. Maintains staff records, staff development and police checks.

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

Secretary - Records all business at monthly meeting, maintains official minute book, arranges notices of meeting and updates computer files at the preschool.

Assistant Secretary - Prepares & distributes monthly newsletters; compiles friendship lists for distribution to parents. Responsible for maintaining social media sites including Facebook and Diamond Hills Preschool website. Assists Secretary where necessary.

Treasurer - Arranges online/cheque payments of expenses. Banking of monies as required. Maintains records of all payments and deposits and records them on a spreadsheet for the preschool administrator. A monthly finance report is submitted for the Committee of Management meetings. Collects and distributes mail.

Fees Officer - Collection/Deposit/Receipt of all fees for both 3 year old and 4 year old kinder groups.

Enrolment Officer – 4 year old - Liaises with Nillumbik Council regarding enrolment status. Develop and update information packs. Sends information to all families re group nomination & deposit, first term fees & AGM notification. Processes group nominations and deposits. Report at monthly Committee meeting regarding enrolment status.

3 year old Enrolment Officer (General Member) - Takes phone calls and email requests regarding 3yo enrolment. Develop and update information packs. Send information to families regarding application form & deposits, and first terms fees, AGM notification & orientation. Process application forms & deposits. Report at monthly Committee meeting regarding enrolment status.

Maintenance Officer - Organises working bees to keep indoor and outdoor equipment and grounds in safe working order, arranges repairs to and installation of equipment owned by the preschool, prepares and monitors parent garden roster.

Fundraising Co-ordinator - Selects fundraising activities to be carried out throughout the year and oversees and coordinates the running of these fundraising events. They are also responsible for reporting on the progress of fundraising activities at the monthly committee meetings and providing a reconciliation of fundraising money raised (gross & net profit) to the Treasurer so this can be reconcile to bank.

Committee of Management Positions

Events Coordinator (General Member) - Oversees and co-ordinates the Welcome Dinner at the start of the year as well as the end of year Christmas party. The Events Co-ordinator will liaise with the Fundraising Co-ordinator in regards to any raffles etc that will be held at these events.

Staff Liaison - Point of contact for staff and a representative for staff on committee. Assist President and staff with HR matters and maintain staff files.

Volunteer Positions (Non Committee positions)

Fundraising Subcommittee – assists the Fundraising Coordinator with fundraising activities.

Events Subcommittee – assists the Events Coordinator with the Preschool events.

Purchasing – purchase consumables on behalf of the Preschool.

Duty Roster – updates the duty roster for each kinder group at the commencement of each term.



Nomination Form

Annual General Meeting

Completed nomination forms return to:

Shannon Fitzpatrick (Secretary) by 24 November (Kinder committee mail box "Other")

I, (*print name in full*), nominate for the position of:

- President *
- Vice-president *
- Secretary *
- Treasurer *
- Other

I am aware that, in order to fulfil the responsibilities for this role, I will be required to provide a Police Check. (Criminal History Records Check).

** Executive committee roles only*

Signed: Date:
(Nominee)

Contact phone number: