



Roles of the Committee of Management Members

As at October 2013

President/Chairperson

The President of a Kindergarten is normally the "key person" in the Committee. The key to a well-functioning Committee is leadership from an efficient, enthusiastic and confident person who has good organisational and interpersonal skills. An effective President has the ability to delegate but is still ready to participate as a team member. The President's role and responsibilities include:

1. Chairing Committee meetings
2. Knowing and understanding important documents
3. Being the first point of contact for enquiries regarding Licensee and Employer obligations
4. Coordinating the work of the Committee by ensuring:
 - Effective control of Committee meetings
 - Sub-committees are set up and functioning with a clear understanding of the extent of their authority
 - The Committee has clear goals
 - Correct meeting procedures are followed
 - Decision-making occurs in a democratic matter and is properly recorded
 - There is a clear delineation of roles between Committee members and staff
 - Policy is implemented and regularly reviewed
5. Knowing the skills of each Committee member, so that their talents can be utilised effectively
6. Providing general support to other Committee members
7. Liaise with the Director concerning kindergarten matters on a regular basis
8. Ensuring effective and open communication with parents and staff on important decisions
9. Help draft the annual budget together with the Treasurer
10. Presenting the annual report at the Annual General Meeting
11. See also General Responsibilities of Committee Members

Vice President/Fees Officer

1. To assist the President as and when required. This includes standing in for the President when unavailable, chairing meetings in their absence
2. Being responsible for taking appropriate steps in liaison with the kindergarten Director/President should minimum staffing requirements not be met
3. Issue term fees or other invoices as may be required
4. Enforce the kindergarten fee collection policy and taking appropriate steps to recover late or unpaid fees where required

5. Oversee the collection and receipt of all monies due to the Association and the issue of official receipts
6. Deposit, within a timely manner, all monies collected and received, to the credit of the Association
7. Assist the Treasurer or President as may be necessary from time to time
8. See also General Responsibilities of Committee Members

Treasurer

A bookkeeper is contracted by the Association to undertake payroll duties and keep ongoing and accurate financial accounts and records.

Duties undertaken by the Treasurer include:

1. Arrange payment of all accounts, invoices and bills which have been authorised for payment by the Committee
2. Accurately maintain records of all outgoing payments
3. Monitor current year budget and keep Committee updated on financial situation
4. Presenting a brief financial summary (e.g. income and expenses) at each monthly Committee meeting
5. Ensure petty cash is available and used correctly
6. Together with the President/Vice President, assist in preparing the annual budget
7. Liaise with the bookkeeper on financial matters from time to time
8. See also General Responsibilities of Committee Members

Secretary/Public Officer

- Record all outgoing and incoming correspondence
- File all correspondence and minutes
- Accurately record the minutes of all meeting and related actions, and maintain these appropriately
- Prepare any relevant documentation prior to Committee meetings. Develop the agenda with the President.
- Ensure association members are informed of the business of the Association. This is information that can be included in a regular newsletter
- Draft any necessary letters
- Ensure that distribution lists, Committee contact lists, calendar of kindergarten events are maintained and updated and distributed as changes occur
- Notify Consumer and Business Affairs of their appointment within 14 days
- Notify of any change of address within 14 days
- Notify any alterations to the Statement of Purpose or Constitution within one month
- Make an application for approval of any change of name within one month
- Lodge the statement of Annual General Meeting and financial statement within one month of the AGM unless the registrar has allowed an extension
- Produce any book, record or document to the registrar or authorised officer as required

The Secretary is one of the central communicators of the Committee, and must have some computer literacy and access to a computer.

Maintenance Officer

1. Plan and supervise working bees for the year
2. Maintain the kindergarten building and grounds and carry out non-council maintenance works to ensure premises are safe, in good order and complies with Department regulations.
3. Liaising with staff regarding priority of work
4. Liaise and follow up with relevant authorities/third parties (e.g. Council, gardener) on areas requiring attention/repairs
5. Obtain quotes from third parties with regards to work being done on the kindergarten
6. Communicate with the President, Director and Treasurer in regards to maintenance requirements and costs involved
7. See also General Responsibilities of Committee Members

The Maintenance Officer will also liaise with support people to establish methods of task delegation and to establish if they have any particular areas of expertise. The Maintenance Officer may also wish to identify any professionals within the wider kindergarten group who are able to assist in some areas.

Fundraising Officer

1. Plan fundraising activities for the upcoming year
2. Coordinate and project manage the projects scheduled for the year, with assistance from other Committee members or a fundraising/social subcommittee
3. Review any fundraising correspondence sent to the kindergarten
4. Keep an accurate record of monies raised from fundraising events for the year
5. See also General Responsibilities for Committee Members

The Fundraising Officer works closely with the Social Officer to coordinate fundraising and social events for the kindergarten.

Social Officer

This role involves the planning and organisation of social events for the kindergarten community. There is great flexibility to create any gathering you desire in liaison with the Committee. It is an enjoyable role and would suit those interested in event planning and bringing people together. You do not need a weekly time commitment but just need to plan ahead and be organised.

Key tasks include:

1. Plan and organise social events for the upcoming year
2. Coordinate and project manage social events scheduled for the year, with assistance from other Committee members or a fundraising/social subcommittee
3. Organise and maintain a roster of parent helpers to assist in event set-up and pack-up as required
4. Make bookings and liaise with third parties (e.g. suppliers, venues) when planning social events
5. Promoting social events to the kindergarten community
6. See also General Responsibilities for Committee Members

Grants Officer

The grants officer is responsible for identifying and applying for eligible grants throughout the year.

Key tasks include:

1. Consulting with staff and Committee to identify program and equipment needs that will benefit from grants
2. Keeping track of grant open dates and deadlines to ensure grant submissions are submitted in a timely manner
3. Writing grant applications and preparing the relevant support materials for submission
4. Ensuring the funds are spent as directed and completing grant evaluations
5. Ensure any successful grants and subsequent purchases are communicated to parents, with the grantee acknowledged accordingly in kindergarten newsletters
6. Training may be provided
7. See also General Responsibilities of Committee Members

Website and Communications Officer

This role would suit a person who is organised, likes writing, sharing photos and information. This role presents a great opportunity to learn some website management skills. Ongoing support and training is available via our website provider Magicdust.

Will require access to a PC. Programs/ applications include internet, WordPress, Word, Excel, DropBox and MailChimp.

Tasks include:

1. Responsible for keeping the kindergarten website content up to date and publishing other documents online
2. Will be the key contact for MagicDust should there be any problems with or major updates to the main website
3. Coordinating and publishing regular e-newsletters (including maintaining email address database) using MailChimp
4. Training and supporting staff to use e-newsletter program (MailChimp)
5. Setting up and maintaining various online resources when required (ie SignUp Genius for rosters, SurveyMonkey for surveys etc)
6. Liaising with staff, Committee and parents regularly to identify information that can be published on the website and/or e-newsletter
7. Taking or organising for photos to be taken for website and publications (including permission forms etc)
8. See also General Responsibilities of Committee Members

OH&S and Quality Assurance Officer

Responsible for matters relating to OH&S and Quality Assurance. A dedicated OH&S website is available which will be a key tool for this role.

Key tasks include:

1. Review kindergarten policies and assess and amend procedures as required
2. Make recommendations to Committee regarding policy changes
3. Maintaining the kindergarten's Policy and Procedures Manuals (including the Emergency Management Plan)
4. Have a good working knowledge of the National Quality Framework, in particular the areas relevant to the Committee
5. Review, record and assess the OH&S policy and practice at the kindergarten
6. Evaluate and report on an area of OH&S at the monthly meeting to both staff and Committee
7. Take steps to ensure any existing and potential OH&S risks are identified and rectified
8. See also General Responsibilities of Committee Members

Executive subcommittee

The Executive consists of the President, Vice President, Treasurer and Secretary.

The executive is delegated the following roles:

1. Dealing with issues that arise between Committee meetings that require urgent attention
2. Determining business for the agenda for the following Committee meeting
3. Discussion and information gathering regarding issues that will be addressed at the next Committee meeting

Unless specific authority is delegated to the Executive, decision-making authority rests with the Committee. It is important that any decision to delegate responsibility is passed by the Committee and recorded in the minutes of the meeting.

General Responsibilities of Committee Members

1. To attend monthly Committee meetings
2. Keep informed by reading the agenda, reports, minutes, and any other relevant information
3. Follow correct meeting procedure
4. Participate at Committee meetings
5. Support the decisions of the Committee meeting
6. Respect confidentiality of information
7. Abide by the policies of the kindergarten
8. Accept the responsibility of Committee members
9. Share responsibility for all the Committee decisions, including financial ones

The entire Committee (i.e. the executive and non-executive members) is the governing body of the service, as per the Constitution. All Committee members are involved in the decision making process and will abide by the outcome

Find out more

If you wish to discuss the roles further, would like more information, or if you would like a copy of the Constitution, please call the kindergarten on 9850 4043 or email committee@vistavalleykindergarten.com.au.