



Roles of the Committee of Management Members

Correct as of November 2023

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 people skills. An effective President can 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 broad support to other Committee members
7. Consult with the Director concerning kindergarten matters on a regular basis
8. Ensuring effective and open communication with parents and staff on important decisions
9. Attend training and/or information sessions presented by Local Council, DET etc.
10. Help draft the annual budget together with the Treasurer
11. Presenting the annual report at the Annual General Meeting
12. 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. Provide instruction to the Bookkeeper to 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. Collate all HCC and ESK information from the Kindergarten Director and supply to the Bookkeeper each year
6. Assist the Treasurer or President as may be necessary from time to time
7. Deposit, within seven working days, all monies collected and received, to the credit of kindergarten, with receipts lodged with the President, Treasurer, Fundraising Officers(s) and/or Bookkeeper.

8. Attend training and/or information sessions presented by Local Council, DET etc.
9. Update all relevant paperwork, fee schedules etc. for the Annual Enrolment packs and supply to the staff by the required date each year
10. 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. Assist with Grant Acquittals
7. Provide financial information to relevant committee members
8. Together with the President/Vice President, assist in preparing the annual budget
9. Complete annual financial reconciliation including engagement of the approved provider for Financial Audit
10. Consult with the bookkeeper on financial matters
11. Attend training and/or information sessions presented by Local Council, DET etc.
12. See also General Responsibilities of Committee Members

Secretary/Public Officer

1. Record all outgoing and incoming correspondence
2. File all correspondence and minutes
3. Accurately record the minutes of all meeting and related actions, and maintain these appropriately
4. Prepare any relevant documentation prior to Committee meetings, including collation and distribution of the agenda
5. Complete relevant annual submissions and associated administration tasks as required by the Department of Education
 - NQAITS for new committee members/changes of details
 - ACNC for AGM information and financial statements
 - DHS/DFFH for Service Agreement Compliance Certification (SACC) within 30 days of AGM unless extension is granted
6. Draft any necessary letters and staff contracts including amendments to contracts and changes to wages, terms, or conditions as set out under the VECTEA
7. Ensure that distribution lists and Committee contact lists are maintained and updated and distributed as changes occur
8. Notify Consumer and Business Affairs of their appointment within the required time limits
9. Notify of any change of address within 7 days
10. Notify any alterations to the Statement of Purpose or Constitution within one month
11. Make an application for approval of any change of name within one month
12. 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.

Community Garden Officer

1. Plan and supervise Community Garden Days for the year
2. Consult with Kindergarten Staff on status of the kindergarten building and grounds and raise non-council maintenance collaborates with the Committee of Management, to discuss and agree course of action required to ensure premises are safe, in good order and complies with Department regulations.
3. Liaise and follow up with relevant authorities/third parties (e.g., Council, gardener) on areas requiring attention/repairs
4. Obtain quotes from third parties with regards to work being done on the kindergarten
5. Communicate with the President, Director, and Treasurer in regard to maintenance requirements and costs involved
6. Support the Kindergarten Staff with Kitchen Garden program
7. See also General Responsibilities of Committee Members

The Community Garden Officer will also consult 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 Officers 1 & 2 (Preference - One from each kinder group {Caterpillar & Butterfly} but not mandatory)

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 and associated expenditure (including receipts) from fundraising events for the year. Form (VKK Fundraising Record) must be used and submitted to the President, Treasurer and Bookkeeper at the completion of all events.
5. Consult with the Vice President to deposit, within 7 working days, all monies collected and received
6. Fundraising monies must be managed in accordance with the procedure (VKK Handling of Fundraising Monies Procedures)
7. See also General Responsibilities for Committee Members

Grants Officer

1. The grants officer is responsible for identifying and applying for eligible grants throughout the year
2. Consulting with staff and Committee to identify program and equipment needs that will benefit from grants
3. Keeping track of grant open dates and deadlines to ensure grant submissions are submitted in a timely manner

4. Writing grant applications and preparing the relevant support materials for submission
5. Ensuring the funds are spent as directed and completing grant evaluations
6. Ensure any successful grants and subsequent purchases are communicated to parents, with the grantee acknowledged accordingly in kindergarten newsletters
7. Attend training and/or information sessions presented by Local Council, DET etc.
8. See also General Responsibilities of Committee Members

Website and Communications Officer

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. Liaising with staff, Committee and parents regularly to identify information that can be published on the website and/or e-newsletter
4. Coordinating and publishing e-newsletters every Term on behalf of the Committee of Management
5. Setting up and maintaining various online resources when required (i.e., SurveyMonkey for surveys etc.)
6. Taking or organising for photos to be taken for website, publications (including permission forms etc.) and social media accounts
7. Responsible for Social Media accounts (Facebook and Instagram) and posting regular content across both platforms **{Note: no images/videos of children are to be posted}**
8. See also General Responsibilities of Committee Members

This role would suit a person who is organised, likes writing, sharing photos and information. This role presents a fantastic opportunity to gain experience in some website management skills. Ongoing support and training are available via our website provider Magicdust. Will require access to a PC. Programs/ applications include but not limited to Internet, Word, Excel, DropBox, Canva, Survey Monkey etc.

Executive subcommittee

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

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
10. Declare any conflict of interest
11. Complete the required paperwork on acceptance of role i.e., Working with Children Check, Police Check (selected roles) etc.

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 participate 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 vista.valley.kin@kindergarten.vic.gov.au