

ASCOT KINDERGARTEN COMMITTEE OF MANAGEMENT 2024 POSITION DESCRIPTIONS

Ascot Kindergarten is a thriving learning environment that believes strongly in working partnerships between teachers, parents and children. Participating as a member of our Committee is an opportunity to develop friendships, enhance your child's kinder experience and contribute to the kindergarten. This list is to assist you in gaining a clear understanding of what the responsibilities, time involvement and commitments are prior to actually nominating for the Committee.

The Ascot Kindergarten Committee of Management is responsible for all aspects of kindergarten management and works closely with the Kindergarten Director to ensure these responsibilities are met. The Moonee Valley City Council assists with some aspects of building and grounds maintenance and the kindergarten also employs a specialist kindergarten bookkeeper to assist with financial, employment and tax responsibilities.

The responsibilities of the Committee include:

- As service manager – working with staff to determine how the centre will operate including sessions, timetabling, size of groups, enrolments, resources, equipment, policies and budgeting.
- As employer - the employment, payment and retention of kindergarten staff.
- As licensee - we are responsible for all operational matters including fulfilment of licensing and legislative requirements, reporting to the Victorian Department of Education and Training (DET), Moonee Valley City Council, Consumer Affairs, the ATO and other regulatory bodies.

It is very important that each Committee member tries to attend the monthly Committee meetings (the time estimates for each position are in addition to monthly meeting attendance). The kindergarten also aims to have at least one representative from each group on the Committee to allow for sharing information and workload. All Committee members receive significant support from the Kindergarten Director, the Kindergarten's Administration Officer, past Committee members and Early Learning Association Australia.

All Committee members must have an understanding of the confidentiality of their position and be prepared to familiarise themselves with the constitution, policies and procedures of the kindergarten.

All members are required to take an online Child Safety training module (approx. 1 hour).

PRESIDENT (Executive Member)

Role:

- To have a working knowledge of the current legal obligations and frameworks which govern the operation of kindergarten e.g. Education and Care Services National Law and Regulations, Victorian Department of Education and Training (DET) Policy, Procedures and Funding Criteria, National Quality Standards, Child Safe Standards, Victorian Early Childhood Teachers and Educators Agreement 2016.
- To be the first point of contact for all enquiries regarding Licensee and Employer obligations including legal requirements, recruitment and providing employment contracts.
- To work with the Secretary and the Director to ensure the service has policies and procedures that protect children and comply with Child Safe Standards.
- To act as a Person in Management and Control (PMC) for licencing purposes.
- To ensure effective & open communication with parents and staff on important decisions.
- To chair Committee meetings, adding business items to the agenda and organising items under the relevant agenda category in conjunction with the Secretary.
- To co-ordinate the work of the Committee by ensuring:
 - a. effective control of Committee meetings,
 - b. subcommittees are set-up as needed and function with clear understanding of the extent of their authority,
 - c. the Committee has clear and agreed goals,
 - d. correct meeting procedures are followed,
 - e. clear delineation of roles between Committee and staff,
 - f. policies are implemented and regularly reviewed.
- To present the annual report at the AGM.
- To understand the objectives of the Committee and all subcommittees and the extent of the Committee's authority.
- If unable to chair the meeting, to ensure that the Vice President is briefed to undertake this role.
- To act as signatory on bank accounts.

Time required: 1.5 - 3 hours per week

Sub-committees: Executive (standing committee), Staffing (ad hoc), Grievance/Complaints (ad hoc)

VICE PRESIDENT (Executive Member)

Role:

- To assist the President as and when required, which includes standing in for the President when the President is unavailable and chairing meetings in the President's absence.
- To be responsible for taking appropriate steps in liaison with the Kindergarten Director/President should minimum staffing requirements not be met.
- To act as a Person in Management and Control (PMC) for licencing purposes, if required.
- To review and send out annual parent survey to all families early in term 3 and collate results with recommendations (approx. 7-9 hours).
- To act as signatory on bank accounts, if required.

Time required: 1 - 2 hours per week

Sub-committees: Executive (standing committee)

TREASURER (Executive Member)

Role:

- To liaise with our external bookkeeping provider regarding payment and authorisation of invoices.
- To assist the bookkeeper with queries regarding preparation of financial reports for monthly meetings.
- To liaise with the bookkeeper regarding preparation of the annual budget and any proposed changes.
- To monitor the current year's budget and report to the committee on a monthly basis regarding the financial situation of the kindergarten; this should include anything of note from the previous month and any recommended alterations to spending patterns.
- To liaise with the bookkeeper and accountant to organise the annual audit.
- To ensure that the financial records meet with the Victorian Department of Education and Training auditing requirements.
- To act as signatory on the kindergarten's bank accounts and manage others access levels.

- To ensure sufficient petty cash is available and provide monthly statements to the administrator, in order to reconcile with receipts.
- To assist bookkeeper with ensuring the prompt payment of all accounts/invoices and a proper record of all receipts and payments.
- To ensure the deposit, within 2 working days, of all monies collected and received to the credit of the kindergarten in the designated bank account and record details of such.
- To manage the kindergarten's Term Deposits and reinvest them when necessary.
- To act as a Person in Management and Control (PMC) for licencing purposes, if required.

Note: These tasks are completed in liaison with the President, Director and our bookkeeping firm.

Time required: 1.5 – 3 hours per week

Subcommittees: Executive (standing committee)

SECRETARY (Executive Member)

Role:

- To develop the monthly meeting agenda.
- To distribute the agenda for Committee meetings, usually via email, at least 2 days before each meeting.
- When needed, schedule online meetings and distribute invites to committee members, staff and guests.
- To compile relevant documents prior to Committee meetings (this includes reports by other Committee members and staff).
- To document the minutes for Committee meetings, ensuring that all actions have an accountable person and timeframe. If a vote has been passed, the mover and seconder need to be documented.
- To distribute the minutes **within 10 days** of each Committee meeting.
- To notify members of any general meetings (including the Annual General Meeting), and record minutes and names of persons present.

- Facilitate the organisation of the AGM and the Committee nomination process (may form a sub-committee to manage this).
- To organise Committee contact list and distribute after the AGM, ensuring it is maintained and updated when necessary.
- To notify ELAA of changes to committee members following the AGM.
- To submit the Change of Association Details form to Consumer Affairs within 28 days of the AGM and ensure that the administration officer has an association member list.
- To help facilitate and keep records of Committee member's Working with Children Checks, Police Checks and Child Safe Training, as required.
- To set up a meeting date list for the year, in conjunction with the President and Director, and distribute to all Committee and staff.
- To perform duties of a secretary of an incorporated association, such as required notifications.
- With assistance from the Administration Officer, ensure completion and submission of all DET licencing paperwork (advising of changes to committee members and appointment of Persons with Management and Control).
- To work with the President and the Director to ensure the service has policies and procedures that protect children and comply with Child Safe Standards.
- To act as a Person in Management and Control (PMC) for licencing purposes, if required.
- To act as signatory on bank accounts, if required.

Time required: 2 - 4 hours per month

**Sub-committee: Executive (standing committee),
Grievance/Complaints (ad hoc)**

OCCUPATIONAL HEALTH AND SAFETY OFFICER (General member)

Role:

- To ensure staff are completing the daily checklist prior to commencing the morning session and follow up any areas requiring action.
- To complete the Employer OH & S term and yearly Checklist's as per policy.
- Monitor the Incident/Injury folder for any serious incidents or hazards identified.
- Act on any incidents throughout the year, determine whether any action is required and distribute information to relevant persons.
- Report to the Committee on OH&S issues, when required
- Consult with staff to promote OH&S systems and ensure safe work practices.

Time required: 1 - 2 hours per month

POLICY OFFICER (General Member)

Role:

- To work with the Ascot Kindergarten Administrator and other appropriate stakeholders to ensure Ascot Kindergarten's policies are up-to-date and applicable to the service.
- To facilitate any required feedback/input to policy review by families and staff.
- Ensure families and staff are advised of policy updates and changes via the kinder newsletter and any other means deemed appropriate.
- To report to Committee on any policy amendments required.

Time required: 1 - 2 hours per month

WORKING BEE CO-ORDINATOR (General Member)

Role:

- To check the Maintenance Log regularly and consult with staff to ensure any urgent tasks are completed.

- To act on basic maintenance work at kinder that is not covered by the Council lease agreement.
- To liaise with the Director to establish what maintenance needs to be completed at working bees.
- To plan and organise working bees throughout the year – a minimum of two annually.
- To design, display and distribute flyers advertising the working bee (via paper notices and StoryPark), allowing at least 4 weeks' notice.
- To purchase and organise equipment/materials required for working bee and arrange completion of annual and biannual tasks as needed.
- To arrange sign up lists for working bees, contact parents and organise specific tools if required.
- On the day of the working bee, to designate jobs and ensure compliance with the Working Bee and Maintenance policy, including sign in and safety procedures.
- To organise morning tea for the working bee, if necessary.

Time required: 6 - 8 hours per term

Note: Working bees are generally held on Saturdays or Sundays for 2 – 5 hours, depending on requirements, but days and times are flexible.

FUNDRAISING CO-ORDINATOR (General Member)

Role: (With the assistance of the Fundraising Subcommittee)

- To plan and organise the Annual Welcome event in March.
- To plan the fundraising and social events for the upcoming year, with reference to previous years projects and recommendations.
- To co-ordinate and manage the events scheduled for the year with assistance from the general kindergarten community and other Committee members. This includes preparing lists calling for volunteers for each event.
- To advertise upcoming fundraising events via posters and StoryPark ensuring at least 4 weeks' notice for upcoming events.
- To report on fundraising activities in the kinder newsletter each term.

- To record details of fundraising events for the reference of future committees.
- To review any fundraising correspondence sent to the kinder.
- To be responsible for counting and banking monies raised at fundraising events within 3 days.
- To keep an accurate financial record of monies raised and expenses as per established procedure.
- Manage the kinder Square account and payments.

Time required: 4 – 8 hours per month depending on the events planned

SOCIAL MEDIA AND WEB OFFICER (General Member)

Role:

- To update the kinder’s website with relevant content including: information about session times, enrolment processes, staff and policies/documents (as forwarded by the administration officer, director and Committee).
- To manage the kinder’s Facebook profile and update with relevant information.
- To have regard to kinder policies and Committee directions about privacy and the publication of photographs.
- To back-up the kinder website as required.
- Routinely check the Ascot Kindergarten website to ensure the information is up to date.

Time required: 1 - 2 hours per month

GENERAL COMMITTEE MEMBER (x 2)

Role:

- To participate in different areas of Committee duties, wherever assistance is required.
- To provide support to other Committee members and staff, when required.

- May involve undertaking a position on a sub-committee such as Policy, Staffing, Grievance/Complaints, as well as assisting with fundraising duties and may also include some administration support.
- **Time required: 1 - 2 hours per month**

FUNDRAISING SUB-COMMITTEE

(6 positions for non-voting members)

In order to spread the workload we require at least 2 volunteers from each kinder group to assist the fundraising officer with organising events throughout the year. These members do not have a Committee vote and do not attend Committee meetings.

Role:

- To assist the Fundraising Co-ordinator to plan and co-ordinate events throughout the year.
- To assist with any duties from the above list for specific events that you have volunteered to co-ordinate.

Note: Many fundraising events are standard each year such as a sausage sizzle and cake stall and there is significant written information available to assist with planning. Whilst some events are more time consuming than others, some require minimal time and will only require 1 person to coordinate.

Time required: 2 - 3 hours per month depending on events planned