



## Committee Position Descriptions

### All Committee Members

All committee members are vital and everyone's role includes:

1. Attending monthly Committee meetings
2. Keeping informed by reading the agenda, reports, minutes and any other relevant information
3. Following correct meeting procedure
4. Participating at Committee meetings
5. Supporting the decisions of the meeting
6. Respecting the confidentiality of information
7. Abiding by the policies of the Pre-school
8. Accepting the responsibility of Committee membership
9. Sharing responsibility for all Committee decisions, including financial decisions; and
10. Ensuring any tasks allocated to them are completed or in progress by the next committee meeting.

The entire committee is the governing body of the kinder as per the constitution. All committee members are involved in the decision making process and will abide by the outcome.

### President

The President 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 required.

The President's responsibilities include:

1. In accordance with licensing requirements, become an "Approved Provider"
2. Act as first point of contact from Department of Education & Training (DET), Early Learning Association Australia (ELAA), Australian Children's Education & Care Quality Authority (ACECQA) and other organisations, plus Committee, Staff and Kindergarten members
3. Become familiar with the Regulations which govern the operation of the Kindergarten
4. Become familiar with the West Hawthorn Pre-school Constitution & Policies
5. Chair Committee meetings and set meeting agenda with Secretary
6. Signatory to bank account

7. Ensure effective communication with parents on important decisions
8. Undertake Quality Assessment Process (alternatively undertaken by VP or Sub Committee) in the form of annual family survey
9. Present the Annual Report at the Annual General Meeting
10. Attend or arrange for VP or other delegate to attend meetings as required:
  - Early Learning Association Australia (ELAA)
  - Australian Children's Education & Care Quality Authority (ACECQA)
  - Department of Human Services Children's Services
  - City of Boroondara (Landlord)
  - Other
11. Understand funding applications as advised by Administrator in coordination with the Director
12. Coordinate DHS Licensing process every three years

***Desirable Skills / Abilities***

- Good organisational skills
- Good interpersonal skills (dealing with people)
- The capacity to think through problems
- Commitment to the goals of the Kindergarten
- Experience in a management role would be advantageous
- Computer skills and access to computer

**Vice-President**

1. To be of assistance to the President, therefore requiring an understanding of the current Regulations which govern the operations of The West Hawthorn Pre-school
2. Attend meetings as required:
  - Early Learning Association Australia (ELAA)
  - Australian Children's Education & Care Quality Authority (ACECQA)
  - Department of Human Services Children's Services
  - City of Boroondara (Landlord)
  - Other
3. Become familiar with The West Hawthorn Pre-school Constitution & Policies
4. Deputise for the President as required
5. Reviews incident log prior to each committee meeting and identifies issues or trends for action and discussion
6. Completes annual parent safety walk-around of kindergarten
7. Liaises with Staff OHS representative as issues arise and / or at the request of President or Director

***Desirable Skills/Abilities***

- Communication skills
- Good interpersonal skills (dealing with people)
- The capacity to think through problems
- Organisational skills
- Computer literate
- Use of private motor vehicle

## Secretary

1. Report on incoming correspondence to the Committee, and conduct outgoing correspondence according to instructions from the Committee
2. Act as or liaise with the Public Officer for the West Hawthorn Pre-school
3. Maintain filing system for Committee
4. Signatory to bank account
5. Assist President and Vice Presidents to organise documents and reference books from governing bodies etc so Committee & members are aware of information / documents / resources to assist in managing the Kindergarten
6. Ensure that the current updated information is displayed and on file
7. Record the Minutes of Committee meetings & distribute final copies to Committee members & Staff. Place copy in the foyer for all families to access
8. Prepare reports as requested by President / Vice-President(s)
9. Attend meetings as required:
  - Early Learning Association Australia (ELAA)
  - Australian Children's Education & Care Quality Authority (ACECQA)
  - Department of Human Services Children's Services
  - City of Boroondara (Landlord)
  - Other
10. Coordinate AGM invitations, AGM agenda and RSVP / Attendance record
11. Submit AGM minutes and financial statements to Consumer Affairs Victoria within a month after the AGM  
<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/runnin-g-an-incorporated-association/annual-statement/step-by-step-summary>

### ***Desirable Skills / Abilities***

- Basic computer skills. Access to computer & printer required (can use the kinder office printer / copier)
- Communication skills (writing & listening)

## Treasurer

The Treasurer's role is to ensure the financial responsibilities of the Committee are met. This entails:

1. Oversee that bank accounts are operated correctly through regular liaison with the Administrator. Monthly reconciling with bank statements should be performed by the Administrator
2. Oversee that correct and accurate monthly bookkeeping of all incoming and outgoing monies through the profit and loss statement are performed by the Administrator
3. Monitoring income and expenditure on a monthly basis to ensure the West Hawthorn Pre-school is not overspending its budget
4. Advise Administrator of HealthCare card details and other fee reductions for families
5. Signatory to bank account

6. Liaise with Administrator regarding the preparation and distribution of each term's fee notices via Ezidebit
7. Ensure that the Administrator coordinates the preparation of the annual financial reports and to present these at the Annual General Meeting
8. Ensuring that the financial accountability requirements to funding bodies are met
9. Prepare the following financial year budget in conjunction with the Administrator

#### ***Desirable Skills / Abilities***

- Administration knowledge desirable
- Understanding of spreadsheet applications and general budgeting
- Computer literate

## **Enrolment Officer**

West Hawthorn Pre-School is part of the Boroondara Kindergarten Central Enrolment Scheme (BKCES). As such, WHPS enrolments are managed by the BKCES. Boroondara Council has an appointed Central Enrolment Officer to liaise with parents & BKCES member kindergartens.

1. Required to answer any queries that the current families, and other families on the BKCES waiting list, may have. Any queries they are unable to answer, they will advise the families to contact the BKCES.
2. Advise the President and relevant teacher regarding the numbers of children currently enrolled and changes as they occur
3. Update session listings on the notice board and notify the relevant teacher of any changes
4. Required to attend meetings of the BKCES Advisory Group
5. Liaise with the BKCES Advisory Group and report any relevant issues back to the committee as necessary
6. Advise the committee and Administrator of relevant dates each year eg. family application deadlines, 1<sup>st</sup> round offers, 2<sup>nd</sup> & subsequent round offers, deferral & repeat deadlines etc.
7. Will, in consultation with Staff, organise and attend the WHPS Open Day and answer any queries from parents concerning policy and enrolments
8. Review & update the WHPS page in the BKCES Enrolment Kit yearly
9. Liaise between the teachers, Administrator and BKCES as necessary and deal with teacher enquiries regarding enrolments

#### ***Desirable Skills / Abilities***

- Computer literate & access to computer required and e-mail
- Effective interpersonal & communication skills (both verbal and written)
- Organised administrative skills
- Numeric competency

## **Environment Officer**

1. Obtain quotes and organise work in order to maintain the Kindergarten buildings, playground and equipment in safe working order
2. Administer and maintain contracts and servicing on any electrical and business machinery (photocopier, computer, alarm, heating, plumbing, smoke detectors, and locks) as required - some of these are covered by Council.
3. Arrange for annual testing and tagging of portable electrical appliances

4. Liaise with Boroondara Council, when necessary, and take appropriate action for care and maintenance according to the terms of the lease agreement. The breakdown of Committee versus Council responsibilities is outlined in our lease with Boroondara Council
5. Update and maintain the Key Register and control the issue of keys
6. Liaise with Kinder Staff and Committee as to specific garden requirements, and communicate those requirements to external garden contractors
7. Co-ordinate access to Kindergarten for work on request
8. Follow-up with garden contractor to ensure jobs have been done
9. Ensure tools/equipment are available and maintained. Ordering and purchasing of supplies for working bees (or delegation to Purchasing Officer where appropriate)
10. Responsible for notifying and planning of working bee activities, in consultation with Staff. Management of working bees can be delegated to willing volunteers, given adequate discussion with the volunteer managers beforehand

#### ***Desirable Skills / Abilities***

- Communication skills
- Organisational skills

### **Communications Officer**

1. To coordinate any advertising, specifically for attracting new enrolments, and to arrange any promotion of the Kindergarten image in the local community (eg, local paper profiles/articles on special events)
2. Advertise the Open Day in consultation with Staff and Enrolment Officer, coordinating the boards that are provided by a real estate agent
3. Maintain the West Hawthorn Pre-school website in conjunction with the Administrator
4. If requested, produce a newsletter each term (or as needed) to communicate Staff and Committee news to Kindergarten community
5. Liaise with Staff, Committee and kinder community for any other ad hoc communication requirements
6. Coordinate and produce the annual Family Survey with the Director, President and/or VP's

#### ***Desirable Skills / Abilities***

- Computer literacy & access to computer
- Effective verbal communication & writing skills

### **Human Resources Officer**

1. Maintain Staff records in filing system in coordination with President to requirements of the regulations
2. With input from President / Vice-Presidents, responsible for recruitment process of new Staff advertise, interview and ensure new Staff are provided with employment contract, fully police checked prior to offer of employment, and create personnel file with correct details
3. Liaise with Staff and ensure effective communication with Staff on important decisions
4. Oversee, in consultation with the Director, Staff development and training, maintenance of valid First Aid certificates and police checks

5. Ensure policies relating to Staffing, police checks and grievance issues are up to date. Review and revise as necessary
6. With input from President / Vice Presidents, manage and deliver Staff performance reviews
7. Assess Staff salary levels
8. General point of contact for Staff liaison
9. Have some familiarity with the relevant Awards the Staff are under - VECTEA and Clerks Private Sector Award

***Desirable Skills / Abilities***

- Some HR experience or recruitment experience
- Organisational skills
- Experience in leading a team
- Ability to delegate
- Ability to work in a team

**Social & Fundraising Coordinators**

1. The role of the Fundraising Coordinators is to schedule and organise the social & fundraising calendar for the year (eg. Welcome BBQ, Wine & Cheese night, Trivia Night, Bunnings Cake Stall, Kew Traffic School)
2. To form and oversee any sub-committees to help with events and raise sponsorship and prizes as needed, ensuring events are available to all families attending the West Hawthorn Pre-school
3. Communicate with the committee to ensure any main fundraising events do not coincide with other fundraising events within community (eg. Primary School or WHECC events)
4. Detail monies received from the activity to the Treasurer or Administrator for banking.
5. Fundraising Coordinator to familiarise themselves with our online direct payment system 'Square' for any eftpos, credit cards or cardless payment etc to be used at the event (See the Administrator)
6. Provide receipts and invoices for reimbursement of any expenditure

***Desirable Skills / Abilities***

- Organisational skills
- Effective communications skills (both written and verbal)
- Ability to work in a team

**Class Representatives - Red Kangaroos (4 year old), Grey Kangaroos (4 year old), Joeys (3 year old)**

1. Act as year level coordinator and point of contact for families of that group
2. Organise low key social activities ie: morning tea, evening drinks or family pizza night
3. Organise the logistics (room setup, check in etc) for the Annual General Meeting in consultation with President, Secretary & Enrolments Officer
4. The two 4yo Vice Presidents are to keep in regular contact to ensure communication to the Kangaroos parents & teachers is consistent
5. To be of assistance to the Classroom Teacher in any administration or class room duties such as 'stay & play' roster, parent involvement etc

6. Sources materials required for the kindergarten when asked by Staff or Committee
7. AGM catering
8. Confers with the Administrator to ensure vendors are paid in a timely manner
9. Liaises with the Staff and Committee regarding any ad hoc purchasing requirements

## **NON - COMMITTEE ROLES**

### **Grants Officer**

1. Research available Grants for the kinder
2. Liaise with the Staff and Committee re available grants to determine which grants are appropriate and applicable to the kinder
3. Where required, complete the grant applications
4. Liaise with Staff and Committee for items/areas that may require purchasing/attention
5. Ensure grant reporting requirements are met

#### ***Desirable Skills / Abilities***

- Organisational skills
- Computer literate & access to a computer
- Effective communications skills (both written and verbal)

### **Laundry Officer**

1. At the end of each session of your child's kinder week collect dirty washing from linen skip (usually just a few hand towels etc)
2. Wash and dry and return to kinder

#### ***Desirable Skills / Abilities***

- A working washing machine!

### **Library Officer**

1. Maintain the parent resource library in consultation with Director
2. Monitor loans from parent resource library and follow up as required
3. Assist teachers in sorting through children's library as directed by Director

#### ***Desirable Skills / Abilities***

- Organisational skills
- Effective communications skills (both written and verbal)
- A love of books

## Nature Officer (Guinea pig carer)

1. Check on the guinea pigs 3 times a week to:
  - make sure they have enough food (they need left over or fresh fruit and veggie scraps twice a week as well as their dried mix)
  - give fresh water
  - change their bedding 2 or 3 times a week
2. Advise the purchasing officer when bedding and food is low so they know to buy replenish stocks
3. Delegate to other parents or Staff when unable to attend the kinder

### ***Desirable Skills / Abilities***

- Interest in animals (specifically, guinea pigs)
- Ability to visit the kinder frequently
- Delegation when unable to visit

## Policy Officer

1. Maintain the WHPS register of all Policies, located in the Drive
2. Proactively allocate Policies up-coming for review to appropriate Staff and Committee representatives
3. Consolidate and table feedback for review at Committee meetings aligned with the policy review schedule
4. Liaise with ELAA when clarification on ELAA policy updates is required
5. Ensure the latest copy of the policy is in the hardcopy 'Policies' folder in the foyer

### ***Desirable Skills / Abilities***

- Organisational skills
- Computer literate & access to a computer