



**CIVIC KINDERGARTEN  
COMMITTEE OF MANAGEMENT  
POSITION DESCRIPTIONS**  
(Last updated – 2021)

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## President

<b>Position Overview</b>	The President is the key person on the Committee with leadership from a skilled enthusiastic and confident President who has good organisational and interpersonal skills with an ability to delegate and participate as a team member and bring all committee members together in decision-making.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Chair the Committee meetings and AGM</li><li>• Provide leadership and modeling appropriate behaviour</li><li>• Protect the reputation of the organisation</li><li>• Knowledge of the current legal governance documents of the organisation</li><li>• Co-ordinate the work of the Committee by ensuring:<ul style="list-style-type: none"><li>- effective control of committee meetings</li><li>- subcommittees are set up and function with a clear understanding of the extent of their authority</li><li>- committee has clear and agreed goals</li><li>- correct meeting procedures are followed</li><li>- decision making occurs in a democratic manner and is properly recorded</li><li>- there is a delineation of roles between committee and staff</li><li>- policy is implemented and regularly reviewed</li></ul></li><li>• Member of the Complaints and Grievances Sub Committee (refer to Complaints and Grievances Policy for guidelines and terms of reference).</li><li>• Ensure effective and open communication with parents and staff on important decisions</li><li>• Presenting the annual report at the AGM</li><li>• Setting the agenda for committee meetings</li><li>• If unable to chair the meeting briefing the Vice President or other appropriate person to chair the meeting</li><li>• Prepare for every meeting and leading the discussion on critical issues</li><li>• Create a constructive atmosphere for committee meetings to facilitate genuine participation and discussion from all members</li><li>• Ensure the work is shared as far as possible among those on the committee and follow up activities to ensure completion within timeframes</li><li>• Present a report on any major or ongoing issue to the committee</li><li>• Exercise control over meetings and the business</li><li>• Handover to the next Committee</li></ul>

## Vice President

<b>Position Overview</b>	The position of Vice President is to provide support to the President in the exercise of their duties and stand in for the President as required.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Assist the President or take the President's place in his or her absence</li><li>• Accept responsibility such as chairman of a sub committee or other function</li><li>• Promote the reputation of the organisation and enthusiasm for what the organisation has and can achieve for all</li><li>• Member of the Complaints and Grievances Sub Committee (refer to Complaints and Grievances Policy for guidelines and terms of reference).</li></ul>

## Treasurer

<b>Position Overview</b>	The Treasurer is responsible for the financial affairs of the organisation and that these are conducted in an appropriate manner.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Responsible for providing comprehensive and accurate financial reports to the committee and ensuring that all members understand the financial situation of the organisation</li><li>• Prepare the budget in consultation with the committee and assist the committee to monitor and update the budget as required</li><li>• Overall responsibility for engagement and oversight of book keeper and management of income and expenses including issue of invoices and receipts, banking, payroll, payment of suppliers, management of petty cash etc</li><li>• Management of term deposits</li><li>• Responsibility for lodging any applicable documentation for additional grants, as and when they become available</li><li>• In conjunction with the book keeper, maintain accurate financial accounts and records to meet legislative and regulatory compliance requirements</li><li>• Liaison with auditors to complete annual audit of financial statements</li><li>• Present audited annual financial reports to the members at the AGM</li><li>• In conjunction with the committee, comply with regulatory and funding requirements</li><li>• Overall responsibility for BAS statements</li><li>• Complete annual financial report to DET, ACNC and Consumer Affairs departments</li><li>• Refer to ELAA for additional resources to assist treasurers if and as required</li><li>• Follow up on outstanding debtors and fees with families</li><li>• Provide general supervision of the finances and providing financial advice to the committee</li></ul>

## Secretary

<b>Position Overview</b>	The role of Secretary is the central communicator of the committee.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Maintain the register of members of Association and Folder of Minutes filed for record keeping purposes</li><li>• Prepare Minutes of Committee meetings and circulate these promptly to enable committee members to follow up any actions</li><li>• Accurately record the minutes of all meetings and related actions</li><li>• File all correspondence and reports handed up at committee meetings and minutes once these have been circulated and accepted</li><li>• manage records in accordance with any legal and procedural requirements</li><li>• Review that the filing of documentation and content relating to administration matters of Committee and the organisation is up to date and in order</li><li>• Ensure that follow up actions on Minutes are completed or roll over to next meeting by way of check list at each meeting</li></ul>

## Policy Review Co-Ordinator

### Position Overview

The role of the Policy Review Co-ordinator is to facilitate the review and revision of the kindergarten's policies and procedures, with the assistance of the Committee Members.

In addition, the Policy Review Co-ordinator is required to work with the Teaching Staff and Administrator to monitor compliance with the policy and procedure framework at Civic Kindergarten.

This enables the kindergarten to run effectively and helps to maintain its high standard and quality. These documents are a legal requirement for the kindergarten and help aid in the communication between staff, parents and other associates of the Civic Kindergarten community.

As the policies and procedures are constantly evolving with changes in government legislation etc., the tasks required for this role will be an ongoing process.

### Duties

- Establish the policy review schedule at the commencement of each year, in consultation with the previous year's Policy Review Co-ordinator
- Review key resources (i.e. Early Learning Association Australia (ELAA), Department of Education and Training (DET), Department of Human and Health Services (DHHS) and other government agencies and authorities) on a periodic basis (monthly, in line with notifications from ELAA monthly eNews) to identify new requirements to be considered in the review and update of the kindergarten's policy and procedures.
- Director to forward ELAA newsletters/advice to Policy Review Co-ordinator.
- Amend policies based on regulations, authoritative sources, kindergarten philosophies, program and procedures.
- Prepare recommendations to the Committee of Management regarding policy amendments.
- Maintain the kindergarten's Policy and Procedures Manuals (both electronic and hard copy versions).
- Work with the Teaching Staff, Administrator and the other Committee Members to communicate policy requirements to key stakeholders (including the parent community and staff).
- Work with the Teaching Staff and Administrator to monitor compliance with the policy and procedure framework of Civic Kindergarten.
- Forward any updated and/or amended policies after Committee ratification to the Administrator to be uploaded on website.
- Member of the Complaints and Grievances Sub Committee (refer to Complaints and Grievances Policy for guidelines and terms of reference).

## 3 & 4 Year Old Social Representatives (two positions)

<b>Position Overview</b>	The Year Group Representative is the key liaison person between the year group and the wider Civic Kindergarten community.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Act as the liaison between the year group parents, teaching staff and committee.</li><li>• Organise coffee mornings/afternoons/ play dates per term.</li><li>• Organise parent dinners/ social events per year.</li><li>• Other ad hoc duties as directed by the Committee.</li><li>• Should be fully conversant with the Civic Kindergarten's Mission Statement, goals, policies and procedures.</li><li>• Work for the continuing growth and efficient operation of the Civic Kindergarten.</li><li>• Co-operate with other committee members and foster good working relationships.</li><li>• Promote the Civic Kindergarten and the profession in a positive manner.</li></ul>

## Fundraising Representative

<b>Position Overview</b>	This role involves a motivated and motivating person who provides leadership and organisation skills with all fundraising activities to supplement fees and grants to the organisation.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Provide leadership and co-ordinate a series of fundraising events and activities during the course of the year</li><li>• handle promotions and advertising of the organisation to the families of the children and tot he wider community</li><li>• Provide guidance and insight to the committee as to the various fundraising opportunities and activities taking into account past activities and their success as an indicator for future activities</li><li>• Work with the committee to set targets for fundraising based on planned items of expenditure</li><li>• Co-ordinate fundraising activities leading a subcommittee set up to assist those functions and actions as required</li><li>• Have organisational skills and communicate with the committee and parents concerning fundraising activities in order to encourage participation by all</li><li>• Keep financial records of fundraising efforts</li></ul>

## OHS Representative

<b>Position Overview</b>	This role works closely with the Nominated Supervisor and Administrator to ensure compliance with the health and safety of staff and children.
<b>Duties</b>	<ul style="list-style-type: none"><li>• Oversee the Emergency Management Plan</li><li>• Review and ensure OHS policy is up to date and current</li><li>• Complete safety checks and reports on checks as required in accordance with policy and guidelines</li><li>• Provide safety check reports to Committee at meetings</li></ul>

## General Member

### Position Overview

This role is a general role and duties may vary from supporting the executive and Administrator including advising of website updates to be made by Administrator, liaising and with Administrator in relation to grants applications, security checks and reporting requirements of Committee and general support.

## **GENERAL DUTIES OF ALL COMMITTEE MEMBERS**

- Attend all committee meetings (with voting rights)
- Come prepared for meetings by reading the Agenda, reports, minutes and any other relevant information
- Follow correct meeting procedures
- Participate in all the activities of the committee
- Contribute to discussions and participate in decision making
- Respect confidentiality of information
- Abide by all policies
- Share responsibility for all the committee decisions including the financial decisions

## **SUB COMMITTEES**

Sub committees are an excellent way to support the organisation if you do not have the time to commit to a specific committee role.

Subcommittee members are not required to attend monthly meetings and do not have any voting rights within the committee of management.

Sub committees may be formed as required from time to time in the areas of fundraising and committee support.