



COMMITTEE OF MANAGEMENT ROLES



WELCOME



Committee Executive

- President
- Vice President
- Secretary
- Treasurer

Non Executive Lead Roles

- OH&S Representative
- Social and Fundraising lead
- Communications lead

General Committee

- **Committee Meetings** are generally held the third Thursday of each month.
- **Basic computer skills** are required - however we can support and help if needed.
- **All committee roles** need a **Working With Childrens Check**. The **Executive roles** need an additional police check.

Please contact us to find out more:
president@doris.blackburn.kindergarten.vic.gov.au
or
secretary@doris.blackburn.kindergarten.vic.gov.au

PRESIDENT

The time spent in this role varies from week to week, depending on what needs to be done. Average time spent is 4-5 hours per week. There are regular meetings with the Centre Manager during business hours.

Roles and Tasks	Skills and systems
<ul style="list-style-type: none">• Chairing meetings (held monthly at Doris Blackburn Preschool or via Zoom)• Guiding decision making, task allocation and liaising with external bodies such as Government departments and Council• Providing leadership and delegating tasks.• Overseeing grant application invitations that are received by the pre-school and ensure applications are deemed appropriate in conjunction with the Committee.• Ensuring that the pre-school is aware of, and fulfils, the requirements of the Governance Framework-National Law and Regulations, Incorporated Association Constitution, State Government funding criteria, Local Government lease criteria• Manage key interfaces with employees and in particular leadership of Doris Blackburn Preschool• Ensuring effective and open communication with parents and staff on important decisions• Undertake mid-year and annual Performance Development Plan (PDP) Reviews of Management staff with Vice President• Setting the agenda for Committee meetings in consultation with the Secretary• Coordinates the Family Satisfaction Survey and Staff Satisfaction Survey.• Ensuring that the work is shared and managed appropriately between the Committee.	<ul style="list-style-type: none">• Providing clear leadership for the CoM and kindergarten.• Create a comfortable and welcoming atmosphere at the committee meetings.• Networking within the community and sector.• Willingness to lobby at local, state and federal levels.• Adheres to the philosophy of Doris Blackburn Preschool.

VICE PRESIDENT

The time spent in this role varies from week to week, depending on what needs to be done. Average time spent is 2-3 hours per week.

Roles and Tasks	Skills and systems
<ul style="list-style-type: none">• The Vice-President provides support to the President in the exercise of their duties, and stands in for the President as required.• Has the role of overseeing Policy reviews and Quality Improvement Plan• Review and maintain policy review timetable for each year after consultation with previous year's officer• Liaise with Centre Manager on amendments of policy changes recommended by committee and based on regulatory or legislative changes• Ensures the Committee of Management Operational Manual is kept up-to-date• Assists the President with undertaking mid-year and annual Performance Development Plan (PDP) Reviews for management staff• Update staff job descriptions, as required• Assists and deputizes for the President and undertakes the role of staff liaison with employees of Doris Blackburn Preschool.• Chairs meetings in the President's absence	<ul style="list-style-type: none">• Provide clear leadership when the president is absent.• Being supportive and approachable• Being eager to assist and fill in when required.

SECRETARY

The time spent in this role varies from week to week, depending on what needs to be done. Average time spent is 2-3 hours per week.

Roles and Tasks	Skills and systems
<ul style="list-style-type: none">• Prepare relevant documentation prior to Committee meetings, develop the agenda with the President, and circulate the minutes of the last Committee meeting promptly to enable Committee members to follow up any actions• Accurately record the minutes of all meetings and related actions, and maintain these appropriately.• Ensure members of the association are kept informed about the business and activities of the association• File all correspondence with any legal or procedural requirements• Ensure a record of membership is maintained.• Under incorporation responsibilities of the organisation, this is also the nominated contact person for Consumer Affairs Victoria (CAV) in relation to the incorporation responsibilities of the organisation.• Maintain the Calendar of Events for the year.	<ul style="list-style-type: none">• The secretary is one of the central communicators of the Committee.• Maintain regular contact with all Committee members to promote the efficient and effective running of the Committee.

TREASURER

Average time spent is 2-3 hours per week. The time varies depending on what needs to be done.

Roles and Tasks

- Preparing the budget via ASK (our bookkeepers) in consultation with the Committee and assisting the Committee to monitor and update/change the budget as required.
- Working with the Centre Manager to monitor income and expenses including overseeing banking, payroll, payment of suppliers, and management of petty cash.
- Maintenance of accurate financial accounts and records to meet legislative and regulatory compliance requirements.
- Regularly providing a report (supplied by ASK) at each Committee meeting stating the financial position of the pre-school and an update on all related financial matters to the Committee to facilitate making decisions along with presentation of the annual financial reports to the members at the AGM.
- Compliance with regulatory and funding requirements.
- The Treasurer will be a signatory for cheques and bank accounts, including online banking.

Skills and systems

- Book-keeping, accounting or small business experience is highly desirable, though not essential
- Ability to read financial documents and utilise spreadsheets

OH&S REP

Average time spent is 1 hour per week. The time varies depending on what needs to be done.

Roles and Tasks	Skills and systems
<ul style="list-style-type: none">• Promotes Workplace Health and Safety within the pre-school, developing safer and healthier ways of operating, ensuring the pre-school is compliant with current OH&S legislation along with monitoring and reporting on all aspects of OH&S at the pre-school.• Provides key oversight of the programs and governance we have for physical and mental safety and wellbeing at the centre, for the staff, families, and visitors.• Site visits and checks• If required, also helps with return to work of employees who are injured.	<ul style="list-style-type: none">• Thoroughness and attention to detail• Understanding of the importance of safety in the workplace and kinder.

SOCIAL & FUNDRAISING LEAD

Average time spent is 1 hour per week. The time varies depending on what needs to be done.

Roles and Tasks	Skills and systems
<ul style="list-style-type: none">• Prepare and provide a proposed annual calendar of events (minimum of one event per term) at the first Committee of Management meeting for discussion and approval• Organise, manage and promote each event• Liaise with the Treasurer regarding supplier payments and banking• Report to the Committee of Management the status of fundraising and celebratory events throughout the year	<ul style="list-style-type: none">• These roles facilitate fundraising and celebratory occasions throughout the year.• These events are an excellent social occasion for the children, parents and staff, whilst providing a fundraising avenue for the pre-school.

COMMUNICATIONS LEAD

Average time spent is 1 hour per week. The time varies depending on what needs to be done.

Roles and Tasks

- Keep the kinder community informed via several channels (educa, posters, newsletters, website and WhatsApp)
- Compiling the Newsletter each Term (via Canva), with assistance from the general committee members.
- Creating posters for events and fundraising activities, with assistance from social & fundraising lead.
- Merchandise store (via Square)
- Posting news from events on Educa.
- Collating the kinder's termly event calendars
- Maximising inclusivity and accessibility in all communications

Skills and systems

- Good at carrying out lots of small tasks against a calendar and forward-planning event promotion
- Keen to collaborate, communicate, and maximise community engagement
- Some graphic design, marketing or web design skills are helpful but not required as the website and newsletter programs are user-friendly.

GENERAL COMMITTEE MEMBERS

Average time spent is 1 hour per week. The time varies depending on what needs to be done.

Roles and Tasks	Skills and systems
<ul style="list-style-type: none">• Prepare and provide a proposed annual calendar of events (minimum of one event per term) at the first Committee of Management meeting for discussion and approval• Organise, manage and promote each event (i.e. working bees or Bunnings sausage sizzle).• Liaise with the Treasurer regarding supplier payments and banking• Report to the Committee of Management the status of fundraising and celebratory events throughout the year• Helping with any additional tasks that arise within the Committee that do not fit under a specific Representative's portfolio, e.g. helping at kinder events, taking minutes when the Secretary is unavailable, etc.• Assisting the CoM with ideas, relevant knowledge or helping make decisions.	<ul style="list-style-type: none">• All skills and expertise welcome!