



## **Have you considered becoming a Committee Member?**

Heathmont East Preschool is a Victorian Government kindergarten which provides a local preschool service to families in the Maroondah area. Each year a voluntary Committee of Management is elected from within the parent body to provide governance to the kinder as stated in the Constitution. All members of the Committee will be elected at the Annual General Meeting and shall be elected for a period of one year following the election.

The committee is collectively responsible for the administration and management of the preschool for the benefit of all current and future students, parents and staff. Heathmont East Preschool will continue to prosper with successful parent involvement but cannot operate without a Committee of Management. The Committee of Management is supported by the Kinder Administration Assistant. A key objective of the Kinder Administration Assistant's role is to reduce the administrative burden on the Committee of Management so that it may focus on governance and strategic issues.

There are many benefits and skills that you can develop from the committee experience some of which include;

- Team work
- Organisational skills
- Decision making
- Staff management
- Financial management
- Communication skills
- Understanding governance, processes and legislation
- Project management, including running events
- Networking and building lifelong friendships
- Taking an active role in your child's education and wellbeing

## **Committee of Management**

All Committee of Management members are vital to the effective operation of the Committee and are required to;

- Contribute to committee meetings
- Participate in decision making
- Abide by the policies of the preschool and accept responsibility of committee membership
- Respect and always uphold confidentiality
- Ensure all tasks allocated to them are completed in a timely manner

Being a committee member, you are supported by;

- Your fellow committee members
- The teachers and staff
- The Department of Education and Training
- Maroondah City Council Children's Services
- The Early Learning Association Australia (ELAA)
- The preschools insurance policies

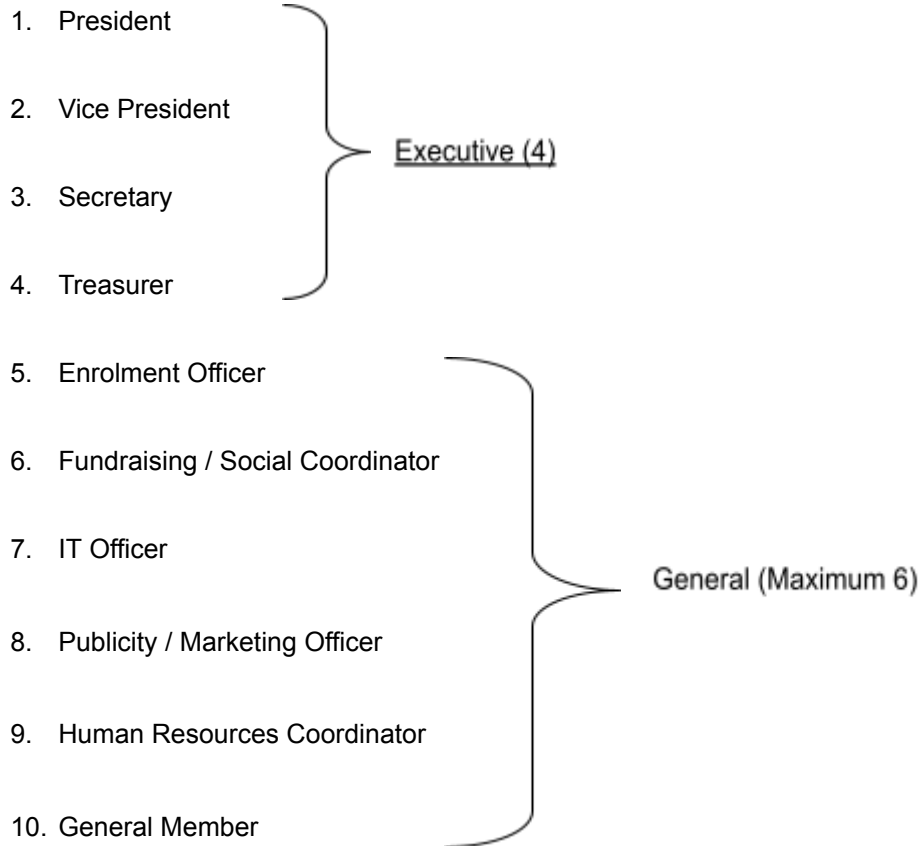
## **Sub-committees**

The basic function of a sub-committee is to undertake a specific task or receive information on behalf of the whole Committee. Note that sub-committee members are not required to attend monthly meetings, however may meet separately as the need arises.

## **Support Officer Positions**

The basic function of the support officer positions is to undertake specific tasks throughout the year, to relieve the workload from executive positions. Support officers are generally not required to attend regular monthly committee meetings; however on occasion may be requested to attend to provide updates.

### **Committee Structure**



### **Sub-Committees**

1. Fundraising / Social Team (3-6 members)
2. Event Manager + Event Team (3-6 members) (every ODD year - next event in 2025)
3. Maintenance Team (2-4 members)
4. Human Resources and Development Team (1-2 members)

### **Support Officer Positions**

1. Purchasing Officer
2. Grants Coordinator

## **Committee Position Descriptions**

### **1. President**

- Chair monthly committee meetings and preside at the Annual General Meeting.
- Act as official spokesperson for the preschool.
- Ensure effective communication between committee members, parents & staff.
- Provide leadership to the Committee and ensure that committee members fulfil their roles.
- Attend quarterly MIKA/Maroonah Early Childhood Services (MECS) meetings.
- Liaise with the Department of Education (DET) to complete all necessary funding requirements.
- Be aware of the relevant laws and regulations that pertain to the services provided by Heathmont East Preschool. This may include attending meetings and seminars deemed necessary to gather information on behalf of the Committee of Management.
- Ensure that parent surveys are conducted annually, and results are collated according to the requirements of the Department of Education (DET).
- Ensure that strategic planning and forecasting for the future operations of the preschool are considered and developed by the committee of management.
- Manage and be familiar with the Service Agreement Module and Funded Agency Channel.
- Co-signatory for cheques.
- Work in conjunction with the HR Officer in respect to all staff and HR related matters including conducting annual performance appraisals and writing letters of employment.
- A Police Check and Working with Children Check is required for this position.
- Manage and maintain the [president@heathmonteastpreschool.org.au](mailto:president@heathmonteastpreschool.org.au) email account.

### **2. Vice President**

- Assist the President in all the above as required.
- Review and update the Emergency Management Plan to ensure it is compliant and relevant at all times.
- Keep up to date with legislation changes in relation to Occupational Health and Safety.
  - Consult with employees in relation to any proposed changes or other matters relating to Occupational Health and Safety.
  - Engage an external contractor to complete the annual Occupational Health and Safety Check.
- Support the Administration team to review, update and develop policies as per DET/ELAA guidelines.
  - Prepare and report on changes / updates to policies at the monthly committee meetings.
- A Police Check and Working with Children Check is required for this position.
- Manage and maintain the [vice.president@heathmonteastpreschool.org.au](mailto:vice.president@heathmonteastpreschool.org.au) email account.
- Chair meetings in the absence of the President.

### **3. Secretary**

- Prepare and distribute Agenda for committee meetings, consulting with the President.
- Record and prepare minutes of committee meetings and distribute them in a timely manner.
- Co-signatory for cheques.
- Oversee the administration team in collating and processing police and working with children checks from the relevant committee members.
- Oversee the administration team in de-registering the outgoing committee and register the new committee with the government.
- Ensure the operations of the kinder and the actions of the management committee are within guidelines of the constitution
- Responsible for oversight of the kinder key register.
- Manage and maintain the online committee calendar.
- Manage and maintain the [secretary@heathmonteastpreschool.org.au](mailto:secretary@heathmonteastpreschool.org.au) email account.
- Hold the position of Public Officer.
- Custodian of the Common Seal of the association.
- A Police Check and Working with Children Check is required for this position.

#### **4. Treasurer**

- Manage the preschool budget with due diligence and be responsible for Accounts Payable and Accounts Payable with assistance from the administration team.
- Liaise with the bookkeeper (a bookkeeper is employed by the kinder to handle budgeting, reporting and payroll).
- Prepare and report on financial status, balance of bank accounts and budget at committee meetings.
- Liaise with the Vice President to ensure the fee policy meets the Funding Criteria and is adhered to, relevant and up to date at all times.
- Organise annual audit.
- Add and remove COM members at the bank, order bank cards for teachers and be the key banking contact.
- Assist with forecasting for strategic planning.
- Co-signatory for cheques.
- A Police Check and Working with Children Check is required for this position.
- Manage and maintain the [treasurer@heathmonteastpreschool.org.au](mailto:treasurer@heathmonteastpreschool.org.au) email account.

#### **5. Enrolment Officer**

- Support administration team while they act as first contact for new and prospective parents.
- Oversight of enrolment process as per enrolment policy, manage, allocation process, manage communication with parents.
- Kinder representative on Maroondah Integrated Kindergarten Assoc (MIKA).
- Attend quarterly MIKA/MECS meetings (held by Council).
- Liaise with MIKA Central Enrolment Officer regarding the enrolment process for all students (3 and 4 year olds).
- Prepare and report on enrolment issues at monthly committee meetings.
- Work with the administration team to coordinate and organise necessary parent information packs for all new parents.
- Manage and maintain the [enrolment@heathmonteastpreschool.org.au](mailto:enrolment@heathmonteastpreschool.org.au) email account.
- Manage and update children's details and enrolment information on the enrolment platform as they change.
- (Yearly) Set up the enrolment platform to retrieve allocation preferences, allocate, and ensure that enrolment process is completed.
- The liaison between the enrolment platform and the administration team and/or teachers.

#### **6. Fundraising & Social Coordinator**

- Lead the Fundraising & Social subcommittee.
- Prepare and report on fundraising progress and plans at committee meetings.
- Timetable fundraising events into a yearly calendar in consultation with the fundraising team and the Committee of Management. i.e. keepsakes etc.
- Plan and coordinate social activities for the kinder including the first social BBQ gathering held in term one and the end of year Christmas gathering held in term four. Other social events to be decided upon by the fundraising and social team.
- Manage cash transactions at fundraising events (e.g. trivia night/Bunnings BBQ).
- A Police Check is required for this position.
- Manage and maintain the [fundraising@heathmonteastpreschool.org.au](mailto:fundraising@heathmonteastpreschool.org.au) email account.

#### **7. IT Officer**

- Provide IT service and support for all staff, and ensure system and data security is maintained at high standard.
- Ensure staff and committee have read & signed IT Use Policy & Email Policy.
- Data backup & restore procedures to be tested and updated.
- Installing, configuring and maintaining computer systems, applications and networks.
- Troubleshoot technical issues to resolution and/or escalate to supplier or partner organisations as required.
- Maintain / update the website – add new information, remove outdated information.
- Organise and set up the Emergency Contact SMS text for each group (confirming whether we can use enrolment system, EnrolNow).
- Manage and maintain the [it@heathmonteastpreschool.org.au](mailto:it@heathmonteastpreschool.org.au) email account.
- Assist with activities for the AGM.

#### **8. Publicity/Marketing Officer**

- Coordinate all activities associated with Open Day.
- Update promotional brochure (A4 CANVA document).
- Update signage and information boards within the kinder.
- Prepare and report on publicity and marketing issues at monthly committee meetings.
- Assist with content creation and then supervise the posts made on the Preschools public Facebook page.
- Manage and maintain the [publicity\\_marketing@heathmonteastpreschool.org.au](mailto:publicity_marketing@heathmonteastpreschool.org.au) email account.
- Undertake all marketing and promotional work for the kinder.
- Coordinate updates in the annual A5 information booklet.
- Liaise with the Fundraising Coordinator to provide marketing/publicity assistance for key fundraising events.

#### **9. HR Coordinator**

- Liaise with the Bookkeeper and staff in relation to all Payroll activities.
- Schedule and assist with staff mid-year and end of year performance appraisals.
- Act as primary contact for all staff members.
- Support staff with goal setting, development planning and professional development opportunities.
- Organise staff appreciation/encouragement opportunities.
- Conduct and collate mid-year feedback on the staff and kinder program (via Survey Monkey).
- Manage and maintain the [hr@heathmonteastpreschool.org.au](mailto:hr@heathmonteastpreschool.org.au) email account.
- Assist the President with employment contracts and position descriptions for all preschool staff and ancillary staff.
- In the event of staff turnover, conduct exit interviews with staff members and support the Executive Committee to hire replacement staff.
- Facilitate orientation and probation activities for new staff members.

#### **10. General Committee Member**

- Assist any committee member who requires assistance.
- Manage the kinder uniforms
  - Liaise with EDUTHREADS as necessary
  - Manage the collection and sale of second-hand uniforms
  - Order new kinder hats as required.
- Arranging for photographers to take kinder photos.

### **Support Position Descriptions**

#### **Purchasing Officer – (not required to attend committee meetings)**

- Manage the purchasing of general kinder needs.
- Liaise with teachers, staff and the committee as required to obtain quotes on large kinder purchases i.e. equipment or appliances.
- Manage and maintain the [purchasing@heathmonteastpreschool.org.au](mailto:purchasing@heathmonteastpreschool.org.au) email account.

#### **Grants Coordinator – (not required to attend committee meetings)**

- Responsible for seeking and applying for grants on behalf of the pre-school.
- Work closely with teachers, treasurer and relevant committee members to identify key requirements so grant applications target the pre-school's highest priority items.
- Investigate and research grants and funding available to the pre-school.
- Track and monitor application periods and deadlines. Refer to previous years logs to ensure eligibility.
- Keep the committee regularly informed of application outcomes.
- Complete all necessary paperwork involved with grants and funding applications and follow up paperwork if successful.
- Coordinate with committee, teachers, maintenance officers etc to ensure project grants are completed by set date.
- Purchase or arrange purchase via teachers or purchasing offer of items contained in successful grant applications.
- Represent Heathmont East Preschool at presentation ceremonies (where applicable).
- Manage and maintain the [grants@heathmonteastpreschool.org.au](mailto:grants@heathmonteastpreschool.org.au) email account.