



COMMITTEE OF MANAGEMENT



WHO WILL MANAGE AUBURN SOUTH PRESCHOOL

Auburn South Preschool is a stand alone community kindergarten. In order to retain our financial and operational independence we must elect a new Voluntary Committee of Management each year.

Your Committee of Management is responsible for overseeing the day-to-day affairs of Auburn South Preschool Inc. We pride ourselves on an active and engaged committee for the effective operation of the centre – rated Exceeding by the Department of Education.

The committee work alongside our inspired educating team, as the Approved Provider of the service, to ensure a high quality educational program. All of the positions on the Committee of Management become vacant as of the AGM each year.

The Annual General Meeting (AGM) will be held in November of each year.

The key item to be completed at the meeting will be the election and appointment of your new Committee of Management.

The preschool needs parents who are willing to give some of their time to help Auburn South Preschool run smoothly in future. Prior experience on a board or committee is **not** required. All information to fulfil any role is provided, so all you need is a willingness to give of your time and the enthusiasm to become part of the team that keeps your preschool operating effectively! Attendance at monthly meetings is required.

All roles are supported by our Preschool Manager

Get to know lots of people at the preschool!

Have a say in the running of the preschool!

Gain satisfaction from contributing to a worthwhile association (your child's preschooling!)

Gain skills that can help you in future employment!

And it's fun!!

The committee positions are identified below:



Executive Committee

President
Vice President
Treasurer
Secretary

General Committee

Fundraising Team (x 2 members)
Website & Communications Officer
IT Coordinator
Events & Social Team (x 2 members)
Enrolments Officer
Policy Officer
Maintenance Officer
Gardener

Non Voting Committee

Joey Group Rep
Puggle Group Rep
Dingo Group Rep
Bilby Group Rep



Gardener

Do you have a green thumb, an interest in kitchen gardens, sustainability and the environment? If you love digging up mud and getting friendly with worms then this one is for you!

The Gardener's role and responsibilities include:

- Work with the teachers to organise planting of garden and vegetable patch.
- Water and weed Dot's Patch over the holiday breaks.
- Assist with the organisation of the working bees.
- Identify and implement improvement's in sustainability.

Website & Communications Officer

Love to change the world, but just can't find the source code? Do you have a little flair for graphic design. This may be just for you.

The Website & Comms Officer role and responsibilities include:

- Update website content to ensure current and prospective parents can get the information they need.
- Evaluate website design periodically to ensure it remains current, and make recommendations to the committee to ensure the website is accessible, relevant, engaging and usable.
- Ensure the website is discoverable (search engine optimised).
- Produce the introductory newsletter at the beginning of the year and provide news items and stories on events via Storypark during the year as required.
- Update leaflets and assist with the Parent Handbook and organise them to be printed as required.
- Produce ad hoc material for the major fundraisers and preschool Open Day.



NON VOTING ROLES Group Representatives

Are you that regular friendly face at drop off and pick up?

The group representatives represent the committee on a daily basis. Group Reps are the go to people for families and carers who have questions or need some support getting know their group and settling into the wider kinder community.

Specific examples of the duties required include:

- Communicate relevant information to the ASPS community by talking to and emailing your group's families and carers, or placing notices in lockers.
- Assist the Fundraising Team and Events Team by helping with fundraising or social activities, particularly our annual events e.g. Trivia Night, Christmas and Easter.
- Organise opportunities for parents/carers in your own group to get to know one another socially i.e. park play dates, informal dinners.
- Assisting to coordinate parent helpers for keepsake item tasks.



Enrolments Officer

Oh the power! Everyone in Boroondara will want to be your friend in this role but secretly it's the Boroondara Kindergarten Central Enrolment Scheme (BKCES) that makes all of the placement decisions! Bribery always politely declined....

The Enrolment Officer's role and responsibilities include:

Be familiar with the enrolment policy.
Answer questions in relation to enrolments or direct queries to the preschool manager or BKCES.
Promote and organise the annual Kindergarten Open Day.
Provide a written report for each committee meeting regarding the online status of enrolments.
Liaise with the BKCES and attend BKCES network meetings.
Liaise with the Preschool Manager to coordinate admin in matters related to enrolments

Policy Officer

Do you enjoy some light reading? This one's for you!

The Policy Officer's role and responsibilities include:

- Review the Preschool's Fee and Enrolment policies annually and recommend updates if required in line with any changes to the Act and Regulations that govern Early Childhood Education and Care Services in Victoria.
- Assist the Preschool Manager, Committee and Teachers with the review and implementation of policies as they are introduced to the Preschool. Raise any concerns or issues with the committee.
- Where required recommend new policies and procedures.
- Ensure that a copy of all current Policies and Procedures are on-site in printed form at the Preschool and available for members of the Association to view.
- Ensuring an electronic copy of the policies and procedures are available for easy viewing by members of the preschool without having to attend the centre to read them.
- Gain an understanding of the requirements of the National Quality Framework; Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 and the Department of Education and Training (DET) *The Kindergarten Guide.*

Maintenance Officer

Chippies, project manager's, plumbers, electricians – or if you can just push a broom and organise groups of people to do maintenance work and cook them some sausages afterwards, then this is perfect for you!

The Maintenance Officer's role and responsibilities include:

- Respond to ad hoc maintenance issues identified by Preschool staff.
- Work alongside the Preschool Manager to promote and co-ordinate the Working Bees that occur once each term. This includes arranging attendance of families, identification of the jobs to be performed and purchasing equipment and materials needed for each Working Bee.

SUMMARY OF COMMITTEE POSITIONS

All members of the Committee of Management are expected to act honestly, with integrity and in good faith and in the best interests of the Preschool. Voting members of the committee are required to attend a monthly committee meeting and the AGM. Attendance at preschool events and Open Day is also welcomed.

Following is a brief description of each role on the Committee of Management. For more information on a role that you might be interested in please contact our Preschool Manager, **Nicole Radford**, on **9821 0190** or email **kinder@auburnsouth.org.au**

EXECUTIVE ROLES

President

If you don't mind a microphone, drawing raffles, meeting lots of new people and acquiring new skills and knowledge, then this one might be for you. For a rewarding challenge, go for President!

The President's role and responsibilities include:

- Chair committee and general meetings according to a standard format.
- Act as official spokesperson for the Association.
- Manage the partnership with parties such as Council and DE.
- Present the annual report of the committee on the activities of the Association during the last financial year to the members at the Annual General Meeting.
- Manage the preschool's contracts.
- Coordinate committee activities.
- Ensure that committee members fulfil their roles; and
- Participate in relevant stakeholder meetings or phone conferences where required.

Vice President

Are you a good listener and a people person? VP is a rewarding, supportive position that the staff value, and it provides a chance to use your HR/communication skills.

The Vice President's role and responsibilities include:

- Assists the President in the administrative and organisational tasks required of that position.
- Stand in for the President as required.
- Liaise with our HR manager Renee Barnes on matters pertaining to staff.
- Act as the Preschool's representative to the staff.
- Assist in the coordination of committee activities.
- Attend other meetings or in-services where applicable.



Treasurer

Is your calculator your best friend? Look no further, you've found your dream volunteer position!

The Treasurer's role and responsibilities include:

- Maintain the relationship with **Kinderbooks book keeping services**.
- Maintain accurate checks and sign off of invoices for payment of accounts.
- Prepare the budget in consultation with the committee and kinder book keeper and assisting the committee to monitor and update/change the budget as required.
- Present a written report for committee meetings and AGM (prepared by Kinderbooks).
- Present the annual financial report at the AGM.
- Manage the Preschool's banking relationships including the update of relevant signatories.
- Liaise where necessary with Kinder Books, the professional book keeping service employed by the kinder to maintain the books of account.

Secretary

If you love organising, making lists, dotting the 'i' and crossing the 't' and being the central communicator, then this could be just what you are looking for.

The Secretary's role and responsibilities include:

- Assist with the preparation of agendas, assist with minutes and action lists for the monthly committee meetings.
- Distribute all agenda, minutes and action lists to committee members.
- Plan and co-ordinate the AGM, including confirming guest speakers.
- Maintaining a committee member register and contact list for all families at Auburn South Preschool in collaboration with the Preschool Manager.
- Complete the Annual Information Statement for Consumer Affairs alongside the Preschool Manager
- Ensure records are being managed in accordance with any legal or procedural requirements.

GENERAL ROLES

Events & Social Team (2 Members)

How do you look in a giant Easter Bunny suit? If you get a kick out of social events and meeting new people then read on.....

The Events and Social teams role and responsibilities include:

- Develop, deliver and project manage the annual social events program in order to provide opportunities for families to meet and develop a sense of community.
- Seek assistance from/engage the Group Reps, Committee members and families (where appropriate) to assist in the project management /delivery of social events.
- Work cooperatively with the fundraising team.
- Organise schedule for sibling photography.



Fundraising Team (2 team members)

Always dreamt of being a fundraising event planner? If you get a kick from gala events and raising money for a great cause (your child's early education) then read on....

The Fundraising Team's role and responsibilities include:

- Develop and project manage the fundraising program in order to raise funds and organise treasured keepsakes.
- Develop, deliver and project manage the major annual mid year fundraising dinner event
- Prepare a written Fundraising report for each committee meeting and an annual report for the AGM.
- Seek assistance from/engage the Group Reps, Committee members (and others where appropriate) to assist in the project management/delivery of fundraising events.
- Co-ordinate the purchase and sale of the ASPS uniforms and hats.
- Work cooperatively with the Events & Social team.



IT Co-ordinator

If you loved the movie "Hackers" and worship anything Steve Jobs created look no further!

The IT Co-ordinator's role and responsibilities include:

- Have a good working knowledge and understanding of MAC computers (hardware and software).
- Administration of the Google Cloud environment which provides the preschool with email and document storage.
- Help teachers and staff with queries and basic support to provide a great experience.
- Maintain backups to ensure that they are occurring, and periodically taking a copy off-site.
- Maintain the AV equipment such as projector and apple T.V the teachers use with the classes
- Maintaining a register of usernames and passwords that are used in the preschool.
- Reviewing the IT setups to ensure that they are efficient and easy to use for staff and committee members.
- Where possible ensure the computers are upgraded to the latest versions of operating systems and system updates in a reasonable time period depending on the critical nature or otherwise of the update.
- Assist the Website Maintenance Officer when requested but is not responsible for the preschool's website.
- Manage the printer/fax contract and company relationship.

