

FRIEND STREET KINDERGARTEN INC.
Committee of Management 2020

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FRIEND STREET KINDERGARTEN INC.

The Role of the Committee of Management

The Committee of Management (“the Committee”) is the legally constituted body that manages Friend Street Kindergarten Incorporated.

The Committee is elected at the Annual General Meeting which occurs in November.

The Committee consists of a maximum of 10 members as follows:

- Office bearers: President
 Vice-President
 Secretary
 Treasurer

- .General Committee Members

The four positions of office bearers are mandatory. The Constitution (as hereinafter defined) allows for a maximum of 6 General Committee members.

The Committee is responsible for managing the Kindergarten throughout their elected term of office.

The Committee operates under a Constitution (Rules for Incorporation Pursuant to the Provisions of the Associations Incorporations Act 1981 as signed by the standing Committee of Management–23/4/85) and is bound to a Funding Service Agreement with the State Funding Body (Department of Education and Early Childhood Development).

The Kindergarten is operated under the Education and Care Services National Law Act (2010) and the Education and Care services Regulations 2011. The Act and Regulations are legally binding and form the basis of the registration of the Kindergarten as a Children’s Service. Under the Act and Regulations the Committee is deemed to be the “Approved Provider” of the Kindergarten.

The responsibilities of the Committee include:

As a service manager – working with staff to determine how the centre will operate, including administrative support, policy development and financial management.

As employer – the employment, payment and retention of kindergarten staff as well as professional development and organising relief staff.

As licensee – responsible for all operational matters including fulfilment of licensing and legislative requirements, reporting to the DET, City of Whitehorse Council, Consumer Affairs, the ATO and other regulatory bodies.

In order to achieve these responsibilities, roles with specific tasks have been assigned to each Committee member. It is very important that each committee member tries to attend the monthly committee meeting.

All committee members must have a current “Working with Children” check.

All committee members must have an understanding of the confidentiality of their position and be prepared to familiarise themselves with the constitution, policies and procedures of the kindergarten.

FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION - PRESIDENT

- Position of office bearer is mandatory
- Requires a current “Working with Children” and police check.

The President’s role is one of leadership and includes the following responsibilities:

1. Coordinating the work of Committee by ensuring:
 - effective control of committee meetings
 - subcommittees are set up and function with clear understanding of their extent of their authority
 - correct meeting procedures are followed
 - the committee has clear and agreed goals
 - decision making occurs in a democratic manner and is properly recorded
 - policy is implemented and reviewed regularly
2. Impartial chairing of the Committee meetings
3. If unable to chair the meeting making sure that an appropriate person is organised and briefed to undertake the role – this is usually the Vice President
4. Acting as spokesperson for the committee
5. Set up a meeting date list for the year and distribute to all committee and staff
6. Organise committee contact list and distribute after the AGM , ensuring it is maintained and updated when necessary
7. Prepare and distribute agenda, (with a reminder of the meeting), for monthly meetings
8. Prepare and present a monthly report on any major or ongoing issues to the committee
9. To oversee the following sub-committees –
Quality Improvement
Social
and to oversee the duties of the Secretary/Public Officer
10. To chair the AGM.
11. After AGM distribute” Committee member Declaration” forms to all committee members
12. Prepare newsletter articles each term outlining committee activities
13. Create a constructive atmosphere for the meeting facilitating genuine participation and discussion from all members.

14. Ensure effective and open communication with parents and staff about important decisions.
15. Ensure that the work is shared as far as possible among those on the committee and follow up to ensure they are being completed within timeframes.
16. Ensure the implementation of Committee decisions.
17. To oversee the reviewing of policies carried out by the Administration Officer and as necessary to present policies to the committee of management at monthly meetings for approval.
18. Being first point of contact for all enquiries regarding Licensee and Employer Obligations
19. Each year submit an “Application for early childhood teacher supplement form SF03” to DET
20. Coordinate attendances at external meetings, e.g. ELAA, Whitehorse Council etc.
21. Ensure the City of Whitehorse receives the necessary paperwork required as stated in the Lease agreement. This must be done annually.
22. Attend meetings with the City of Whitehorse with regards to renewing the Lease Agreement.
23. Responsible, through DET, for the renewal of the Licence for the Kindergarten.
24. Act as a signatory on bank accounts.
25. In consultation with the Director and committee review the business plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided

All members are responsible for ensuring that all relevant data is stored in folders on Kindergarten Committee Office Computers.

As per Section 29 (d) of the Constitution

....” The office of a member of the Committee becomes vacant if that member: - is absent for three consecutive meetings without acceptable reason or leave of absence....”

FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION - VICE-PRESIDENT

- Position of office bearer is mandatory
- Requires a current “Working with Children” and police check.

The Vice-President’s role is to:

1. Provide support to the president in the exercise of their duties
2. Assume the role of President in his/her absence or as requested by the President
3. Take minutes at monthly meetings if the minutes secretary is unable to attend
4. To oversee the following roles –
Community Liaison Manager
Marketing Co-ordinator
Maintenance Officer
5. Act as a signatory on bank account.
6. In consultation with the Director and committee, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided

All members are responsible for ensuring that all relevant data is stored in folders on Kindergarten Committee Office Computers.

As per section 29 (d) of the Constitution” the office of a member of the Committee becomes vacant if that member: -...Is absent for three consecutive meetings without acceptable reason or leave of absence”

FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION – SECRETARY / PUBLIC OFFICER / MINUTES OFFICER / ENROLMENT SUPPORT

- Position of office bearer is mandatory
- Requires a current “Working with Children” and police check

The Secretary/Public Officer’s responsibilities include:

1. Open incoming mail, record and distribute to appropriate Committee Members, staff and Book Keeper.
2. Ensure all correspondence is filed
3. Prepare and present incoming/outgoing correspondence report at the monthly Committee meeting.
4. Oversee the completion of all DET licensing paperwork as required by the Administration Officer (usually once per year)
5. Oversee the submission and updating of Consumer Affairs paperwork by the Administration Officer each year in November (after AGM)
6. Manage records for the Kindergarten in accordance with any legal or procedural requirement. This includes maintaining files on:
 - The Constitution of the Kindergarten
 - License registration of the Kindergarten
 - Department of Education and Training, Children’s Services Act 1996 and Children’s Service Regulations 2009
 - City of Whitehorse: in regard to the Kindergarten’s Lease Agreement and any other relevant matters
7. Fulfil the responsibilities required by the *Associations Incorporation Amendment Act 2009*
8. Act as signatory on bank accounts
9. In consultation with the Director and committee, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided
10. Record and submit minutes and Action Plan of monthly Committee meetings and the AGM to the President for distribution within two weeks of the meeting.

11. Keep the Minutes file up to date. (Portable USB drive has superseded paper records.)
12. Liaise with the Administration Officer to ensure that a copy of the minutes is displayed in the foyer for parent viewing.
13. Notify the President if unable to attend a meeting.
14. Provide enrolment administration support to Director when required throughout the year.

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FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION – TREASURER

- Position of office bearer is mandatory.
- Requires a current “Working with Children” and police check.

Treasurer’s role is to ensure the financial responsibilities of the Committee of Management are met.

The Treasurer’s responsibilities include:

1. Together with the Book keeper the Treasurer is responsible for all financial records including:
 - Investment accounts
 - Incoming money- term fees, subsidies etc
 - Outgoing money- bills, petty cash, etc
 - Provisions account
2. Liaise with the bookkeeper to prepare a fair budget for the following financial year which must be approved by the full Committee
3. Monitor the current budget, keep committee and social co-ordinator updated on financial situation and recommend any alteration to spending patterns.
4. Prepare and present financial statements to monthly Committee meetings, Annual General Meeting, and at other times as requested by the Committee.
5. Arrange for the auditing of the annual financial report at the end of financial year (June) by delivering all documents required to the assigned auditor in a timely manner.
6. Ensure the deposit of all incoming monies e.g., enrolment fees, excursion money, “fundraising money”, to the credit of the Kindergarten in the designated bank accounts.
7. Liaise with book keeper to ensure all term fees are paid within the required time. Follow the procedure outlined in the current “Fees Policy” when fees have not been paid.
8. Ensure that bank accounts are operated correctly
9. Ensure that accounts are reconciled with each bank statement (in conjunction with the bookkeeper).
10. Ensure the financial accountability requirements (FAR) are sent to funding body (DET).
11. Ensure the Book Keeper maintains all financial records relating to:
 - Wages and Group Tax

- Staff sick leave, long service leave and allowance entitlements
- Group Certificate issue

12. MYOB reference check of all financial activities prior to meetings

13. Ensure petty cash account has funds present. If account is low, arrange for a “top up” of the account.

15. Act as signatory on bank accounts.

16. In consultation with the Director and the committee, review the Business Plan in first term and prepare to implement any improvements which will enhance the kindergarten and the program provided.

All members are responsible for ensuring that all relevant data is stored in folders on Kindergarten Committee Office Computers.

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FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION- SOCIAL SECRETARY COORDINATOR – RED GROUP

The Social Secretary Coordinator has the specific responsibility of organizing social and fundraising events with the overall aim of creating a sense of community and involvement. The Social Secretary Coordinator will organize and be responsible for a subcommittee to help complete these duties.

- Requires a current “Working with Children” check.

The Social Secretary Coordinator is required to:

1. Prepare a calendar of events for the year and present it to Committee. This social calendar will be a guide which is subject to change. This calendar should include dates for coffee mornings and dinners throughout the year.
2. Arrange and advise families of play dates in the park either after kindergarten sessions or on other days. These might be prearranged or impromptu.
3. Prepare and present a monthly report to the Committee outlining the social events with the costs involved in these events to be approved by the Committee.
4. Coordinate and manage the social events and optional activities (see no.8 below) scheduled for the year with assistance from a sub-committee, the general kindergarten community and other committee members. This includes preparing lists calling for volunteers for events.
5. Book and organise Annual Welcome event - “Miniature Train” afternoon. This is usually booked in December the year before for the last weekend in February.
6. Promote the two Open Days to past, present and prospective families (usually in March and May during Education Week). Organise sausage sizzle, balloons and other activities. This day showcases the Kindergarten for prospective families.
7. Be aware of laws and regulations by which the kindergarten needs to abide eg. Food Handling Liquor License etc.
8. Book and organize the Christmas function at Kew Traffic School.
9. Organise some optional activities that have proven to be popular with families, such as picture plate products, tea towels with children’s drawings and adding family pavers to our celebration wall and garden.
10. Complete bookkeeping duties in relation to social activities
11. Record details of social events for the reference of future committees
12. Review any social/fundraising correspondence sent to the Kindergarten

13. Prepare a written report on the social events for the year to be included in the Annual Report
14. In consultation with the Director and committee, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided

All members are responsible for ensuring that all relevant data is stored in folders on Kindergarten Committee Office Computers.

The role requires close liaison and support from the General Committee. In financial aspects of this role the social coordinator should liaise with the President regularly.

As per section 29(d) of the Constitution “.....the office of a member of the Committee becomes vacant if that member:- ...is absent for three consecutive meetings without acceptable reason or leave of absence.”

FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION- SOCIAL SECRETARY COORDINATOR – BLUE GROUP

The Social Secretary Coordinator has the specific responsibility of organizing social and fundraising events with the overall aim of creating a sense of community and involvement. The Social Secretary Coordinator will organize and be responsible for a subcommittee to help complete these duties.

- Requires a current “Working with Children” check.

The Social Secretary Coordinator is required to:

1. Prepare a calendar of events for the year and present it to Committee. This social calendar will be a guide which is subject to change. This calendar should include dates for coffee mornings and dinners throughout the year.
2. Arrange and advise families of play dates in the park either after kindergarten sessions or on other days. These might be prearranged or impromptu.
3. Prepare and present a monthly report to the Committee outlining the social events with the costs involved in these events to be approved by the Committee.
4. Coordinate and manage the social events and optional activities (see no.8 below) scheduled for the year with assistance from a sub-committee, the general kindergarten community and other committee members. This includes preparing lists calling for volunteers for events.
5. Book and organise Annual Welcome event - “Miniature Train” afternoon. This is usually booked in December the year before for the last weekend in February.
6. Promote the two Open Days to past, present and prospective families (usually in March and May during Education Week). Organise sausage sizzle, balloons and other activities. This day showcases the Kindergarten for prospective families.
7. Be aware of laws and regulations by which the kindergarten needs to abide eg. Food Handling Liquor License etc.
8. Book and organize the Christmas function at Kew Traffic School.
9. Organise some optional activities that have proven to be popular with families, such as picture plate products, tea towels with children’s drawings and adding family pavers to our celebration wall and garden.
10. Complete bookkeeping duties in relation to social activities
11. Record details of social events for the reference of future committees

12. Review any social/fundraising correspondence sent to the Kindergarten
13. Prepare a written report on the social events for the year to be included in the Annual Report
14. In consultation with the Director and committee, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided

All members are responsible for ensuring that all relevant data is stored in folders on Kindergarten Committee Office Computers.

The role requires close liaison and support from the General Committee. In financial aspects of this role the social coordinator should liaise with the President regularly.

As per section 29(d) of the Constitution “.....the office of a member of the Committee becomes vacant if that member:- ...is absent for three consecutive meetings without acceptable reason or leave of absence.”

The Social Secretary/Fundraising Coordinator has the specific responsibility of organizing social and fundraising events with the overall aim of creating a sense of community and involvement.

The Social Secretary/Fundraising Coordinator will organize and be responsible for a subcommittee to help complete these duties.

FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION – SOCIAL SUBCOMMITTEE

In order to spread the workload we require volunteers from both kinder groups to assist the social coordinators with organising events throughout the year. These members do not have a committee vote and do not need to attend committee meetings.

- Requires a current “Working with Children” check.

Social subcommittee role includes:

1. To assist the social coordinator to plan and coordinate events throughout the year such as welcome event at Miniature Trains, Open Days, Christmas function at Kew Traffic School.
2. To assist with duties required for above mentioned social events to enable the events to run smoothly.
3. To assist in organising some optional activities that have proven to be popular with families, such as picture plate products, tea towels with children’s drawings and adding family pavers to our celebration wall and garden.

FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION – QUALITY MANAGER

- Requires a current “Working with Children” check.

The responsibilities of the Quality Manager include:

1. Organise and convene Quality Improvement subcommittee meetings once per term.
2. Review and amend the Quality Improvement Plan developed under the National Quality Framework by the way of a regular meetings with the Director and sub-committee.
3. Assist the Director in achieving the outcomes for improvement identified in the Quality Improvement Plan.
4. Develop and conduct the Annual Family Survey via Survey Monkey.
5. Oversee the collation of results from the Annual family survey and report on results at the following committee meeting.
6. In consultation with the Director and committee, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided

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FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION – QUALITY SUBCOMMITTEE

- Requires a current “Working with Children” check.

In order to spread the workload we require volunteers from both kinder groups to assist the quality manager with reviewing the Quality Improvement Plan and developing the Annual survey. These members do not have a committee vote and do not need to attend committee meetings.

The quality subcommittee usually meets once a term for approx 1-2 hours.

FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION – MAINTENANCE COORDINATOR (incorporating OH&S)

- Requires a current “Working with Children” check.

Maintenance coordinator’s responsibilities include:

- the maintenance and improvement of the physical environment.
- organise a sub-committee to complete these duties.
- Occupational Health and Safety matters at the Kindergarten

The Maintenance Coordinator is required to:

1. Organise and convene maintenance subcommittee meetings.
2. Arrange for sub-committee members to maintain grounds i.e. sweep paths and collect leaves. Members are usually rostered on for a month at a time, 2 or 3 times per year.
3. Plan and organize working bees throughout the year – generally one in term 2 prior to Open Day and the second in term 3.
4. Liaise with Director to establish what maintenance needs to be completed at working bees
5. Design, display and distribute flyers advertising working bees (via paper notices and/or emails)
6. Purchase (to be reimbursed) and organise equipment /materials required for working bee
7. Arrange sign up lists for working bees, and organise specific tools if required
8. On the day of the working bee designate jobs and refer parents to the “To do” list. Maintain a “maintenance and repair” record book.
9. Organise morning tea for the working bee
10. Record names of parents who attended working bee and handover to the Treasurer/Book keeper so refundable levy will be deducted from Term 4 fees
11. Review the annual playground audit (arranged by Whitehorse Council), report requirements to general committee and arrange for any works to be carried out. This may include getting quotes from specialists.
12. In consultation with the Director and committee, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided

13. Liaise with the Director and committee to review and update the improvement of playspaces (indoor and outdoor) with reference to the Business Plan

The role of the Maintenance Coordinator is subject to change depending on the continued employment of a contracted gardener.

Occupational Health and Safety Responsibilities:

1. Perform OH&S checklist once per quarter and follow up any areas requiring action
2. Along with staff members, ensure the internal and external environments are safe for children, staff and all adults present at the centre.
3. Liaise with the City of Whitehorse Maintenance Department re safety issues which are the responsibility of the Council according to the Lease Agreement.
4. Report any OH&S issues to the Committee of Management with the purpose of rectifying the issue.

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FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION – MAINTENANCE SUBCOMMITTEE

- Requires a current “Working with Children” check.

In order to spread the workload we require volunteers from both kinder groups to assist the maintenance coordinator with all of his/her relevant responsibilities. These members do not have a committee vote and do not need to attend committee meetings.

The maintenance subcommittee meets when necessary.

The maintenance subcommittee role includes:

1. Sweeping and collecting leaves on front paths, entrances and backyard paths on a monthly roster.
2. Assisting Maintenance Coordinator with working bees.

FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION – MARKETING COORDINATOR

The Marketing Co-ordinator is responsible for managing kindergarten advertising, identify and undertake opportunities to promote the kindergarten.

- Requires a current “Working with Children” check.

The Marketing Co-ordinator is required to:

1. Oversee the implementation of the kindergarten’s Marketing Plan;
2. Arrange any advertising of the kindergarten as per the instructions of the committee. This may include newspapers, school newsletters, pamphlet distribution, letterbox drops, posters, advertising boards, etc.
3. Advertise the kindergarten’s Open Days at neighbouring schools, local shops, community health centres, etc.
4. Identify and undertake opportunities for promoting the kindergarten e.g., local newspaper stories, schools.
5. In consultation with the Director and committee, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided

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FRIEND STREET KINDERGARTEN INC.

JOB DESCRIPTION: COMMUNITY LIAISON & SUSTAINABILITY COORDINATOR

- Requires a current “Working with Children” check.

The Community Liaison Manager is required to:

1. After consultation with the committee, select two or three charities per year and organise events to support these charitable organisations. These events should involve the families and children of the kindergarten
2. Identify opportunities for local businesses to support the kindergarten e.g. through advertising in the newsletter, sponsorship or donations etc. and actively promote these opportunities.
3. To develop and co-ordinate the implantation of the kindergarten’s sustainability policy.
4. To identify opportunities to enhance the focus on sustainability and assist in implementing new programs.
5. In consultation with the Director and committee, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided

All members are responsible for ensuring that all relevant data is stored in folders on Kindergarten Committee Office computers.

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