



# 2020 Committee Positions

## **EXECUTIVE COMMITTEE POSITIONS**

***The executive committee are required to attend all monthly meetings:***

### **1. PRESIDENT x 1 person**

- Chair Committee and Executive meetings.
- Liaise with staff regarding 'kinder matters'.
- Delegate tasks.
- Oversee Executive/Associate Committee Roles.
- Speak with Vice President before meeting and discuss issues on the agenda.
- Prepare report for the A.G.M.
- Liaise with website manager ensuring site is up to date and reflects the needs of the kinder community.
- Oversee advertising in local papers where and if required.
- Signature required for banking and keys.

### **2. VICE PRESIDENT x 1 person**

- Assist President.
- Liaise with Bayside and All Souls Church to preserve relationship with kindergarten.
- Liaise with ECMS, Parish and President regarding any major work.
- Responsible for handover of keys.
- Meet with President to discuss meeting agenda before meetings.
- Organise a calendar of kinder dates and forward on to ALL committee members.
- Signature required for keys.

### **3. SECRETARY x 1 person**

- Set dates for Executive and General meetings.
- Arrange all signatories and police checks.
- Record minutes of all meetings and file all minutes and agendas.
- Circulate minutes to all Committee Members.
- Organise the A.G.M. with Enrolment Coordinators and prepare Report for A.G.M.

- Arrange mail collection for holiday periods.
- Signature required for banking and keys.
- Arrange new signatories/delete signatories forms by distributing add signatories and certification forms at AGM and submitting to bank prior to the end of fourth term.

#### **4. TREASURER x 1 person**

- Be a signatory.
- Meet with events committee to examine prior year's fundraising and events information, plan and budget fundraising events for the coming year. Advise events committee on handing of moneys and reporting.
- Meet with enrolment officers and executive committee to assist in the planning and budgeting of open days, AGM and other promotions equipped with prior year's information.
- Manage bank accounts with bookkeeper and present coded monthly bank statements to bookkeeper.
- Meet with bookkeeper when required.
- Liaise with and support events committee with financial management and reports and maintain events spreadsheet.
- Attend monthly meetings and present report and profit and loss statement and events financials or provide financials to events committee to submit in their report.
- Attend AGM and present ECMS financial information, kinder balance sheet and year profit and loss statement as well as report with bookkeeper.

### **ASSOCIATE COMMITTEE POSITIONS:**

***The associate committee are required to attend all monthly meetings:***

#### **1. ENROLMENT OFFICER x 1 person**

- Co-ordinate Kinder Open Day in conjunction with Publicity/Director and report details to Committee.
- Handle enrolment enquiries.
- Ensure Kinder Director has an up to date Enrolment listing at all times.
- Liaise with Kinder Director, Bayside and ECMS regarding enrolments.
- Collect and process enrolment acceptances.
- Ensure all monies are passed to Treasurer.
- Send out receipts to all families.
- Co-ordinate Preferential Ballot for 4 Year Old Group allocation and notify families of their child's group, in writing.
- Maintain waiting lists and fill additional sessions where necessary.
- Inform Treasurer and ECMS of changes to enrolment listings.
- Notify Website Manager of any changes to enrolment info to up-date kinder website.
- Notify Bayside Council of any vacancies etc to update their website.

- Co-ordinate production of new parent Enrolment Packs and notify families of AGM.

## 2. **FUNDRAISING/EVENTS COORDINATOR x 3 Person**

- Co-ordinate Events Team.
- Organise Meet & Greet in 2nd week of Term 1.
- Organise one major social event for the year.
- Organise one major fundraising event for the year.
- Organise a maximum of 2 small fundraising events for the whole year (at least 1 keepsake item).
- Organise family kinder Christmas Party.
- Ensure ALL appropriate persons are notified of up and coming events, such as neighbours, Church and TRY (where and when required).
- Responsible for depositing events/fundraising monies and liaising with Treasurer for recording of money.
- Notify publicity of any advertising required.
- Responsible for displaying and ordering uniforms.
- Responsible for contacting skin cancer foundation and displaying sunscreen for purchase in 1<sup>st</sup> and 4<sup>th</sup> Terms.
- Maintain lost property.

## 3. **MAINTENANCE COORDINATOR x 1 person**

- Outsource appropriate persons for repairs and maintenance to kinder including obtaining appropriate quotes and oversee work.
- Meet with kinder staff to prioritise maintenance jobs for annual voluntary Working Bees.
- Advise parents/guardians of upcoming working bees via email and flyers and recruit volunteers.
- Ensure that the appropriate tools are at kinder in working condition.
- Book mini skip at end of year to coincide with final clean up day.
- Keys allocated.

## 4. **MARKETING x 1 persons**

- Work closely with Website Manager.
- Forward appropriate publicity to Website manager.
- Promote all Fundraising, Social and Open Day Events and responsible for organising 'community board'.
- Ensure budget is discussed with Treasurer prior to any external costs being met.

## 5. **GRANTS x 1 persons**

- Investigate possible grant opportunities ie Bayside Council, Bendigo Bank, Rotary Clubs etc
- Write and submit grants
- Liaise with staff and executive committee as to possible grant projects
- Keep up to date of possible projects for the kinder
- Attend kinder monthly meetings

## **SUPPORT POSITIONS:**

***Support positions are assistant positions to the associate committee and are NOT required to attend monthly meetings.***

### **1. IT/WEBSITE MANAGER x 1 person**

- Responsible for training any new persons involved with the kinder website.
- Responsible for updating all website details and liaise with President ensuring information is up to date on site.
- Liaise with ALL Committee members regarding changes to site, taking into consideration privacy laws and legislative requirements.
- Organise and contact an IT designer/programmer when problems arise and have corrected ASAP.
- Submit a review of the site annually to ensure it is providing the parents and community with the information they require and need.
- Attend monthly meetings as required

### **2. HR OFFICER x 1 persons**

- Liaise with staff and Educational Leader
- Undertake performance reviews (6 and 12 monthly reviews)
- If required, assist with staff grievances
- Attend monthly meetings as required

### **3. CLASS REPRESENTATIVE - 3 Year Old Group X 1 Person**

#### **CLASS REPRESENTATIVE - 4 Year Old Groups X 1 People**

- Introduce yourself to your year group as the Class Representative.
- Feedback any necessary information to the President.
- Organise collection for teachers and assistants birthdays.
- Ensure all new parents are welcomed and have a Class Rep as a point of contact.
- Organise 2 Social Events for parents and/or families within your group for the year.
- Collect class lists and forward onto your year group and ALL Committee members.