

# Join our Committee and make a positive impact!



St Johns Kindergarten is the hidden gem of Sandringham where children have space to play, explore, build friendships and follow their curiosities. For the past 4 years we have been community run, this means parents whose children attend the kinder form the board of management.

“Many hands makes light work” and we are so lucky at St Johns Kindergarten that we have an incredibly dedicated staff and parent community. With the additional help of our Educational Leader, Operations Manager and Book Keeper the Committees role is drive the strategic vision of the Kindergarten, support the staff and create a community where families feel welcome and included.

We would love to have your expertise, passion and community spirit as part of our Kinder Committee in 2021.

Please complete the attached Nomination Form prior to the AGM.

## Positions vacant: EXECUTIVE COMMITTEE

### President

#### Key responsibilities:

Lead our Kindergarten through major decision making, chair our monthly committee meetings and network with other President's from local Bayside kinders at quarterly council meetings. The role of President assists with all manner of kinder operations, manages the committee and multiple stakeholders while ensuring the functions of the committee are upheld, delegate tasks to the Operations Manager and ensures a smooth handover to the next committee.

### Vice President

#### Key responsibilities:

To support the President and our staff. You will navigate the load with the President and between you delegate roles with regards to staffing matters, contractors including cleaners and gardeners and other operational matters.

### Secretary

#### Key responsibilities:

To schedule monthly committee meetings, prepare the agenda and take minutes. Supporting the executive committee with parent communication and coordinating the Annual General Meeting.

### Treasurer

#### Key responsibilities:

To be the Kinder's "Money Manager". You will liaise closely with our external book keeping service to ensure bills are paid, fees are invoiced, payroll is processed and sign off on any ATO obligations. Preference is for someone with Accounting/Book Keeping experience.





## Enrolment Liaison

### Key responsibilities

To work alongside the Operations Manager and Teaching Staff to coordinate kindergarten tours, attend Bayside Council meetings regarding central enrolments and liaise with EnrolNow software provider.

## Marketing & Communications Officer

### Key responsibilities

To create event flyers, promote the Kindergarten Open Day and special events at the Kinder with the broader community. Your job is to keep Bayside up to date with the great things that our Kinder offers.

## Social & Fundraising Events Officer

### Key responsibilities:

To coordinate social and fundraising events for the Kindergarten community including Welcome Back BBQ, Mother's and Father's day gifts, Sports Day and other fundraising opportunities. You will be supported by Class Parent Representatives from each group to communicate about upcoming fundraising and social events.



## Maintenance Officer

### Key responsibilities:

To coordinate working bees once per term, book the gardener to mow the lawns and keep the garden tidy, order any soft fall/mulch/sand for the required play areas and fix or organize trades for emergency repairs.

## IT Officer

### Key responsibilities:

To update website (powered by WordPress) with Term Dates, Newsletters, promotional material and up to date information.

## Class Parent Representatives:

### Key responsibilities:

To set up a class contact list or Whats App group, organize social catch ups, support the committee and fundraising team in communicating with the families.

Committee meetings are held monthly.

Attendance is required for all Executive and Ordinary Committee members.

(Maintenance, IT and Class Representatives are not required)