



*At the Annual General Meeting (AGM) the members of the association elect the new committee for the following year to manage the affairs of the association on their behalf.*

**PLEASE TAKE SOME TIME TO READ THROUGH THE FOLLOWING INFORMATION**

## **Committee of Management - Roles and Responsibilities**

### **Committee as a whole**

It is important that all committee members are dedicated to the work of the committee by sharing the workload, participating in the activities of the committee and taking responsibility for the decisions it makes. The committee needs to have common goals and shared interests as well as respect for one another's ideas and opinions. Some members of the committee may be given specific tasks or responsibilities according to the needs of the centre or the requirements of the association's constitution otherwise all elected members have equal responsibility.

### **PRESIDENT**

Is the key person but not the person who 'does it all' or makes all the decisions. Their role usually includes: chairing committee meetings and ensuring committee meetings are run smoothly and efficiently; coordinating the work of the committee; knowing and utilising the skills of each committee member; understanding the role of the committee and its authority; participating in effective communication and the decision-making processes.

### **VICE PRESIDENT**

Assists the President and chairs meetings in the absence of the President. This position can be used as a training role.

### **SECRETARY**

Usually responsible for all outgoing / incoming correspondence (preparation, recording and distribution); preparing material for meetings (such as agendas, discussion papers, action sheets) and writing / distributing/ filing of minutes.

### **VICE SECRETARY**

The Vice Secretary assists the Secretary. They are asked to collect mail from the Post Office box a couple of times per week, record and distribute to the necessary recipients.

## TREASURER

The constitution will outline the responsibilities of the treasurer. To share the workload the treasurer's responsibilities are often divided into a number of smaller roles. The Treasurer does not make decisions solely but ensures the committee is provided with accurate information to enable it to make informed financial decisions. The responsibilities of Treasurer may include preparation of budgets; managing receipts and banking of money; payment of expenses; managing bank accounts; providing a monthly and annual report; organising the annual audit; accurate record keeping; compliance with taxation requirements and invoicing and receipting of fees. It is important that all processes for financial management are clear and transparent.

## VICE TREASURER

The Vice Treasurer assists the Treasurer and assists with purchasing of day-to-day items for the Pre-School.

## THE EXECUTIVE

It is common practice for the office bearers (normally the President, Treasurer and Secretary) of the committee to be called 'the executive'. The executive has no decision making powers of its own unless these have been stated in the constitution or delegated at a committee meeting. The executive is a type of subcommittee and should follow the same guidelines. It is common practice for the executive to be authorised to deal with urgent issues such as child safety/regulations, which may arise between meetings.

## GENERAL COMMITTEE MEMBERS

These are usually defined as those who do not hold a position specified in the constitution. They are **vital** to the effective operation of the committee and may be allocated a variety of tasks throughout the year. Effective committee members follow through on tasks allocated to them, respect confidentiality and support each other. Generally speaking General Committee members need to commit to one meeting per month which usually takes one and a half to two hours.

## FUNDRAISING COMMITTEE

The Fundraising Committee is responsible for raising funds that help bridge the shortfall between Government funding and the actual cost in running the Pre-School.

The work that the Fundraising Committee does is **ABSOLUTELY vital** in ensuring that fees are kept as low as possible and the Kinder is able to improve and expand on resources available to the children and teachers.

Without a Fundraising Committee the Pre-School would be forced to look at other options to raise funds e.g: raising fees, instituting a fundraising levy etc.

The Fundraising committee decides which fundraising activities to run (don't have to be the same every year), organise and co-ordinate fundraisers and report back to the Committee of **Management**.

It is not expected that the Fundraising Committee raise squillions of dollars each year (would be nice though!!). Fundraisers can be as big or small as the Fundraising Committee decides. The Fundraising Committee is a great way three year old parents can get involved. Only the Fundraising Committee Convenor is expected to attend monthly Committee meetings although everyone is absolutely welcome at any meeting.

### **REALLY, REALLY, REALLY IMPORTANT INFORMATION!!**

All roles mentioned above do require a fair degree of commitment and time if undertaken, especially the President, Treasurer, Secretary and Fundraising Convenor.

The elected representatives to these positions need to:

- be available to be contacted
- have time to follow through with tasks
- be available to spend time at the Pre-School.

There is no denying that the President, Treasurer, Secretary and Fundraising Convenor roles in particular, are time consuming and can be quite demanding.

However they are also extremely rewarding.

If you:

- have the time
- have good organisational skills
- would like a challenge
- would like to participate in the decision making processes that impact on your child at Kinder
- would like to be a big part of your child's Kinder year

**OR**

**are just able and willing to help**

- **please** seriously consider joining the Committee of Management in some capacity.

The most important skill that we need on Committee is people who are willing to put their hand up and have a go. **There will always be someone to assist and guide you if you need help.** The most common reason we hear that people are hesitant to join is a lack of confidence. Don't let this stop you – we are all in this together as a team and we need your skill, voice or help!

We would particularly welcome any 3 year old parents, as it is from the 3 year old groups that the following years Committee will be formed. Being on Committee is a great way to become familiar with what the Committee of Management does.

Thank you,

Waterfall Gully Committee of Management