

Committee Position Summary

Home Road Kindergarten Management Committee is responsible for all aspects of the operation of the kindergarten. These responsibilities include:

- As service manager, how the centre will operate including sessions, timetabling, size of groups, enrolments, facilities, resources, equipment and policies.
- As employer, this involves the employment, payment and retention of kindergarten staff as well as professional development and relief staff.
- As Approved Provider, we are responsible for all operational matters including fulfilment of licensing and legislative requirements, reporting to the DET, Council, Consumer Affairs, the ATO and other regulatory bodies.

All committee members are required to attend monthly meetings and to assist with working bees, fundraising and events and to act on subcommittees from time to time as required. Additional specific responsibilities of each member are set out below.

President (Executive role)

- chair committee meetings, set agenda of meeting in conjunction with the Secretary and presenting at the AGM
- coordinate the work of the committee
- understand and uphold the legal obligations of the kinder in consultation with staff
- liaise with Council, ELAA, staff and parents as required
- participate on subcommittees as required
- prepare a report to the committee in advance of each committee meeting
- bank account signatory
- estimated hours per week: 6-8

Vice President (Executive Role)

- assist the President as required and stand in for the President during any absence, including chairing meetings
- attend Hobsons Bay City Council Kindergarten Consultative meetings (5-6 times per year)
- bank account signatory
- participate on subcommittees as required
- estimated hours per week: 2-4

Secretary (Executive Role)

- manage the agenda for each meeting in consultation with President
- prepare and distribute reports and agenda prior to meetings
- compile, distribute and file minutes of meetings
- distribute information to committee members as required
- advertise AGM and invite Hobsons Bay Councillor or other independent to officiate the meeting
- bank account signatory
- participate on subcommittees as required
- estimated hours per week: 1-2

Treasurer (Executive Role)

- oversee financial management of the kinder
- work closely with the bookkeeper and manager to manage the annual budget

- in consultation with the manager, manage the development of the annual timetable and budget for the following year
- present a report on finances at the annual general meeting
- oversee collection of fees
- understand and implement the legal and financial obligations of the kinder
- prepare a report to the committee in advance of each committee meeting
- bank account signatory
- participate on subcommittees as required
- estimated hours per week: 2-4

Events Coordinator

- plan and coordinate the events for the year in accordance with the annual calendar
- manage the assistant coordinators in planning and coordinating their allocated events for the year
- prepare a report to the committee in advance of each committee meeting
- liaise with Fundraising Coordinator as required to maximise fundraising opportunities
- estimated hours per week: 2-4

Fundraising Coordinator

- oversee and implement the fundraising activities of the kindergarten in accordance with the annual calendar
- manage the assistant coordinator in overseeing and implementing the fundraising activities that they are responsible for
- liaise with the Events Coordinator as appropriate
- prepare a report to the committee in advance of each committee meeting
- estimated hours per week: 2-4

Grounds Maintenance Coordinator

- weekly check of Grounds and Maintenance Communication Book at kinder
- acting on non-council maintenance work around kinder
- liaising with staff regarding priority of work
- organising lawn mowing and general gardening duties
- ensuring that the committee meets the DET and Council environmental audit requirements
- oversee and liaise with working bee coordinator to establish what is to be held over in terms of maintenance to working bees
- assist the working bee coordinator in managing the working bees in accordance with the annual calendar
- prepare a report to the committee in advance of each committee meeting
- estimated hours per week: 1-2

Health and Safety Coordinator

- review, record and assess the OH&S policy and practices at the kinder
- update the EMP annually
- oversee and act on incident reporting system
- estimated hours per week: 1

Quality Improvement Coordinator

- oversee the ongoing maintenance of the Quality Improvement Plan (QIP) in consultation with staff
- estimated hours per week: 1-2

Grants and Funding Coordinator

- investigate and research any grants and funding available to the kindergarten
- track and monitor application periods and deadlines
- seek committee approval before each application process
- complete all necessary paperwork involved with grants and funding applications
- prepare a report to the committee in advance of each committee meeting
- estimated hours per week: 1-2

Marketing and Communications Coordinator

- develop and oversee the general marketing and publicity strategy for the kinder
- production of marketing and advertising materials for both online, printed and external use
- updating social media such as Facebook with appropriate content
- working with Manager to provide resources for updating the HRK website
- press liaison
- estimated hours per week: 1

IT Coordinator

- update and maintain content on the website
- follow up any IT issues with support supplier
- source quotes for supply of goods and services
- estimated hours per week: 1

Human Resources Coordinator

- liaise with the manager, educational leaders and ELAA in the management of staff issues including recruitment and performance appraisals
- implement and oversee staff development and retention policies and practices
- attend performance reviews as the committee representative (twice per year)
- estimated hours per week: 2-3

Policy Development Coordinator

- review and update policies in accordance with required review dates
- arrange regular reviews of each policy by committee members and staff
- liaise with manager, educational leaders and ELAA as required
- estimated hours per week: 2-3

Non-committee Positions

In addition to the committee positions set out above there are some additional positions available where you will be required to assist the relevant committee member with their tasks in connection with working bees, events and fundraising as relevant. You will not be required to attend committee meetings.

- **Working Bee Coordinator** – working with the Grounds Maintenance Coordinator
- **Events Assistant (1)** – working with the Events Coordinator
- **Events Assistant (2)** – working with the Events Coordinator
- **Fundraising Assistant** – working with the Fundraising Coordinator