

Role & Responsibilities of the Management Committee

The preschool Management Committee comprising of the following positions elected at the Annual General Meeting:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Grants Officer
- Ordinary Members x 3

These positions are to be filled by parents of children enrolled and attending that year. The Authorised Supervisor shall hold an ex-officio position on the Management Committee.

The Management Committee is responsible for:

1. Ensuring the smooth operation of the Preschool.
2. Supporting the Authorised Supervisor in his/her role.
3. The financial management of the Preschool.
4. Keeping the Preschool parents informed of issues arising.
5. Ensuring building and facilities are maintained adequately.
6. Participating in staff selection.
7. Develop Preschool policies in consultation with the Preschool staff.

It is the responsibility of the Management Committee to ensure the following practises are maintained:

1. Expenditure-to-date for the year is to be reviewed against the budget at meetings and action is to be taken to maintain operations within the budget.
2. Copies of the financial statements are to be prepared by the Administration Officer and forwarded to the Management Committee for the preceding month.
3. A budget for the following calendar year is to be set by December of each year and presented at the AGM.
4. Accounts are to be submitted by the Administration Officer for audit at the end of each calendar year in the format acceptable to the funding body.
5. All funds raised by the Parents Club are to be reported to the Management Committee and properly receipted and accounted for in a cash book maintained by the Parents Club Treasurer.
6. All Preschool monies are to be accounted for in a suitable accounting program by the Administration Officer.
7. The nature of all Government grants and the period for which they apply is to be properly recorded and shown in a suitable accounting program by the Administration Officer.
8. All relevant documentation required by the Department of Education and Early Childhood is maintained and completed by the Management Committee.

Management Meetings: The management Committee must meet a minimum of three (3) times a year, however, it is expected that monthly meetings will be called.

A quorum of three (3) members of the committee is required at any meeting and must include either the President or the Vice-President. The Authorised Supervisor is required to attend each meeting, or the Temporary Authorised Supervisor in his/her absence. They will bring any staff concerns to the meeting, speak on behalf of the staff. Staff members who are not in a supervisory role at the time of the meeting may also attend.

The following reports will be presented at each meeting as a minimum requirement:

- a) Minutes from the previous meeting are to be accepted.
- b) Financial report for the previous month.
- c) Authorised Supervisor's report.
- d) Presidents report.
- e) Correspondence.
- f) Fundraising.
- g) Enrolments.

Roles of the Executive Committee:

President

- Oversees the operation of the Management Committee.
- Calling & chairing meetings of the Management Committee.
- DEECE correspondence is addressed to the President.

- Acts as a spokesperson for the Committee when necessary.
- Sets meeting agendas.
- Sees that meetings are properly convened in accordance with the Constitution.
- Determines if a quorum is present at meetings.
- Ensures the agenda is adhered to at meetings and that all members have the opportunity to contribute to the discussion.
- Helps the meeting come to agreement.
- Clearly states what decisions are made and who will implement them, so they are accurately recorded in the minutes
- Summarise the meetings outcomes at the end of each meeting, so that members have a clear understanding of tasks to be performed and the decisions made.
- Closes the meeting only after the committee's business has been properly dealt with.
- Makes statements on behalf of the Preschool to the media
- Publicises the activities of the Preschool
- Arranges promotional material such as posters, pamphlets, newsletters etc.
- Responsible for lodging the Preschool's annual statements (and other required documents) to the relevant authorities.
- Presents a President's report at each General Meeting and AGM.

Vice-President

- Assists the President as required.
- Calls & chairs the meetings in the President's absence.
- Performs the Presidents duties in their absence.

Treasurer

- Responsible for assisting the Administration Officer with all aspects of accounting.
- Oversees the financial management of the Preschool.
- Ensures that true and proper financial records are kept.
- Plans a budget for expenditure in association with the Administration Officer and the Authorised Supervisor and other committee members.
- Ensures all the policies relating to the financial management are adhered to at all times.
- Presents a written financial report at each Committee Meeting.
- Ensures all government and funding agreement requirements are met.

Secretary

- Ensures minutes from all meetings are recorded, typed up and presented to the President via email or on a CD or flash-drive for approval and distribution to the committee.
- Files a copy of the minutes in the minutes folder/book
- Advertises meetings giving notice in accordance with the constitution
- Before each meeting, organises the venue and distributes the agenda to all committee members and posts a copy on the Preschool notice board.
- Ensures the minutes folder/book is kept up to date and minutes are accepted and signed off by the President at the next meeting.
- Ensures the minutes from the AGM are submitted to the appropriate agencies.

Ordinary Members:

May be appointed to take on the executive role of Vice-Treasurer or Vice-Secretary if the committee wishes to appoint these roles.

May attend all meetings as advertised.

Authorised Supervisor/Director:

Acts in an advisory capacity to the Management Committee on the basis of his/her knowledge and understanding of Early Childhood Education, the Preschool regulations, correspondence from DoCS and staff.

Is an ex-officio member of the committee, who offers advice, recommendation and relevant information, but cannot vote on matters that arise.

He/she must:

- Attend all committee meetings.

- Present a monthly report to the committee.
- Assist with the organisation of all meetings.
- Ensure careful account of all monies allocated for expenses is kept.
- Assist with newsletters.
- Keep the committee informed of any staffing issues.
- Keep the committee informed of any changes that occurs with regulations, any Regulations requirement and correspondence that comes into the Preschool.