



Who will manage our kindergarten in 2021?

The 2020 Annual General Meeting (AGM) will be held on Thursday 15 October 2020 at 8.00pm. One of the key items to be completed at the meeting will be the appointment of the **Committee of Management** and **Operational Sub-Committee** for 2021.

The kindergarten needs parents who are willing to give some of their time to help Tarralla Kindergarten run smoothly in 2021. We have a highly skilled, and extremely dedicated team of teachers and educators. However, they cannot operate the kindergarten alone.

Prior experience on a board or committee is not required. All information to fulfil any role is provided, so all you need is a willingness to give your time and the enthusiasm to become part of the team that keeps Tarralla Kindergarten operating effectively. Your involvement will not only be of great value to the kindergarten, the staff, the children and the community, but being a committee member is extremely rewarding and can be of direct benefit to you!

How does the Committee work?

As an Incorporated Association, the Tarralla Kindergarten Constitution guides how the Committee of Management and Operational Sub-committee operate. All members of the Committee of Management and Operational Sub-Committee are expected to act honestly, with integrity, in good faith, and in the best interests of Tarralla Kindergarten.

All Committee of Management and Operational Sub-committee positions become vacant as of 31 January each year, with the newly elected Committee of Management to commence on 1 February. Meetings are held once per month for eleven months of the year.

The **Committee of Management** is responsible for the day-to-day affairs of Tarralla Kindergarten. The Committee of Management work alongside our dedicated teachers and educators, as the Approved Provider of the service, to provide a high-quality educational program, ensure the legal and regulatory obligations of the kindergarten are met, and maintain the ongoing financial viability of the kindergarten. The Committee of Management is responsible for the decision making of the kindergarten.

Benefits of joining the committee

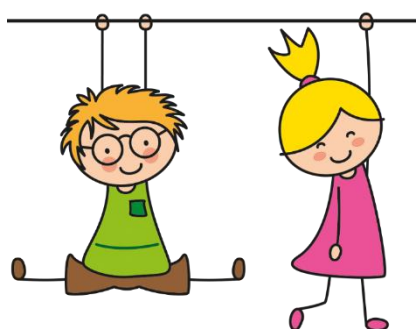
You gain satisfaction from contributing to a worthwhile association

You get to know lots of people at the kindergarten

You have a say in the running of the kindergarten

You gain skills that can help you in future employment!

It's fun



The **Operational Sub-committee** supports the Committee of Management and kindergarten staff. The Operational Sub-committee is the arms and legs of the kindergarten, ensuring that it runs as smoothly and effectively as possible. One member of the Operational Sub-Committee is elected as the **Operational Representative** on the Committee of Management. The Operational Sub-committee attends Committee of Management meetings, and provides input into decisions, but does not have voting rights.

2021 Tarralla Kindergarten Committee

Committee of Management (Voting roles)	Operational Sub-committee (Non-voting roles)	
President	Activities Officer	Fundraising Officer 3YO
Vice President	Communications Officer	Fundraising Officer 4YO
Treasurer	Grant Officer	IT Officer
Secretary	Enrolments Officer 4YO	Maintenance Officer
Operational Representative (also holds an Operational Sub-Committee position)	Enrolments Officer 3YO	OHS Officer
	Fees Officer 4YO	Purchasing Officer
	Fees Officer 3 YO	Sustainability Officer
	Fundraising Sub-committee	

What exactly would I need to do?

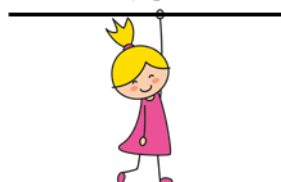
Each Committee of Management and Operational Sub-committee position has its own position description. A brief summary is provided below, with more detail available on the kindergarten's website tarrallakindergarten.org.au

If you would like more information on a role that may be of interest to you, or the Committee of Management and / or Operational Sub-committee in general, please feel free to contact the current President, Brooke Clerkin president@tarrallakindergarten.org.au 0407 758 793.

Prior to commencing on the Committee of Management or Operational Sub-committee you will receive a full handover from the committee member currently performing the role.

Committee of Management (Voting roles)

President

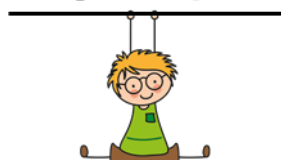


If you don't mind being the face of the kindergarten, meeting lots of new people and acquiring new skills and knowledge, then this one might be for you. For a rewarding challenge, go for President!

As President, your responsibilities include:

- Together with the Kindergarten Director, being the face of Tarralla Kindergarten
- Acting as the key liaison between staff, committee members, Maroondah City Council, Department of Education and Training, and the wider community
- Chairing Committee of Management meetings and ensuring the Committee of Management conducts its affairs in a proper and accountable manner
- Representing Tarralla Kindergarten at external events and meetings
- Acting as the escalation point for human resource and staffing related issues

Vice President



Are you a people person? This supporting role gives you the opportunity to work closely with the kindergarten's wonderful teachers and educators. A very rewarding position!

As Vice President, your responsibilities include:

- Supporting the President, being familiar with the President's role and acting in the President's role if required
- Liaising regularly with committee members and staff
- Leading the human resource functions of Tarralla Kindergarten, including maintaining and updating human resource policies and procedures, co-ordinating (with the Kindergarten Director) staff performance and development plans and reviews, and liaising with KinderBooks and ELAA on human resource related matters
- Being responsible for maintaining and updating Tarralla Kindergarten's Constitution

Treasurer



Are you the family finance manager? Ready to take your skills up a level? Look no further, you've found your dream volunteer position!

As Treasurer, your responsibilities include:

- Managing all financial obligations of Tarralla Kindergarten
- Liaising with Tarralla Kindergarten's external bookkeeper (KinderBooks) to maintain accounts and balance sheet requirements including quarterly BAS
- With assistance from KinderBooks, preparing the annual budget, monthly reports and annual financial statements

Secretary



If you love organising, making lists, dotting the 'i' and crossing the 't' ... then this could be just what you are looking for!

As Secretary, your responsibilities include:

- Acting as Public Officer for Tarralla Kindergarten
- Preparing agendas, minutes and action lists for the monthly Committee of Management meetings
- Planning and co-ordinating the Annual General Meeting
- Managing records (internal and external) in accordance with legal, regulatory or procedural requirements
- Maintaining and updating Tarralla Kindergarten's strategic plan and policies

Operational Representative



Keen to be on the Operational Sub-committee, but also want to be able to vote on decisions. This is the role for you!

As Operational Representative, your responsibilities include:

- Attending and participating in Committee of Management meetings
- Being familiar with, and supporting, the other roles in the Committee of Management, including stepping into an acting role if required

Operational Sub-committee (Non-voting roles)

Activities Officer



If you're great at organising activities and events you'll be all over this role! There's always something going on at kinder ... uniforms, book club, picture plates, Christmas party ...

As Activities Officer, your responsibilities include:

- Planning and co-ordinating Tarralla Kindergarten activities and events e.g book club, and family social events such as the end of year family Christmas party
- Managing, co-ordinating and distributing uniform orders
- Liaising with teachers and educators to assist with activities performed in the kindergarten program

Communications Officer



Want to be all over what's going on at and around kinder? Good at whipping up Facebook posts and the odd newsletter? You'd be perfect for this role!

As Communications Officer, your responsibilities include:

- Being the central point of contact for all internal and external communications
- Sharing information with families through Tarralla Kindergarten's Facebook page and e-mail
- Co-ordinating and preparing Tarralla Kindergarten's newsletter once per term

Grants Officer

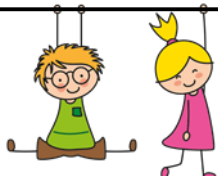


Got a way with words? Can you sell ice to the Eskimos? We need you. You'd nail our Grants Officer role!

As Grants Officer, your responsibilities include:

- Maintaining a register of grant opportunities and apply for relevant grants available
- Liaising with teachers, educators and committee members regarding relevant grants to help generate ideas for current or future applications
- Liaising with relevant parties to co-ordinate expenditure of grant funding and provide necessary reporting

Enrolments Officer x 2



Everyone in Maroondah will want to be your friend! Whilst you haven't got the power to make placement decisions (that's MIKA's role), you're front and centre when it comes to expanding the Tarralla family.

As Enrolments Officers, your responsibilities include:

- Liaising with teachers, educators and MIKA regarding new enrolments and vacancies, and attending MIKA meetings
- Preparing and distributing all enrolment information for new families
- Maintaining all enrolment records and forms
- Ensuring Tarralla Kindergarten's website is updated with appropriate information
- Ensure pre-enrolment information is available for Tarralla Kindergarten's open day
- Maintaining and updating Tarralla Kindergarten's enrolment policy

Fees Officer x 2

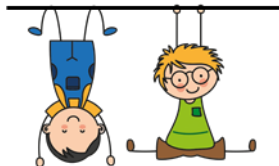


It's no secret, money makes the world go around ... and our kindergarten. We need to pay our wonderful teachers. If you're good at bringing in the money we need you!

As Fees Officers, your responsibilities include:

- Preparing, distributing and managing receipt of all term fees
- Liaising with the Treasurer, teachers and Enrolments Officers with respect to paid/unpaid fees
- Following up on unpaid fees in accordance with the fees policy
- Maintaining and updating Tarralla Kindergarten's fees policy

Fundraising Officer x 2



If you get a kick from social events and fundraising money for a great cause (your child's early education experience) then read on....

As Fundraising Officers, your responsibilities include:

- Establishing the Fundraising Sub-committee, and co-ordinating meetings are required
- Preparing and conducting all fundraising activities, including an annual event approved by the Committee of Management e.g. Trivia night

Fundraising Sub-Committee



Everybody knows many hands make light work. Our Fundraising Officers can't do it all on their own. Plus, I hear the sub-committee meetings are a pretty good night out!

As the Fundraising Sub-committee, your responsibilities include:

- Attend Fundraising Sub-Committee meetings
- Assist in the planning, co-ordination and running of kindergarten fundraising and social events

IT Officer



“I'm very good with Microsoft Office. One might say I Excel at it. But you shouldn't take my Word for it.” Find that funny? You're the person we need!

As IT Officer, your responsibilities include:

- Supporting teachers, educators and committee members with IT queries
- Ensuring Tarralla Kindergarten's information technology systems and devices are maintained in good, safe working order
- Maintaining Tarralla Kindergarten's Microsoft 365 subscription
- Liaising with Tarralla Kindergarten's website provider and making minor updates to the website

Maintenance Officer



Chippies, sparkies, plumbers, project managers, gardeners – or anyone who can just push a broom and organise groups of people to do maintenance work - this is perfect for you!

As Maintenance Officer, your responsibilities include:

- Ensuring Tarralla Kindergarten's facilities and grounds are maintained in good, safe working order in conjunction with staff, the gardener and Maroondah Council
- Liaising with teachers, educators and committee members regarding maintenance issues, and organising maintenance and repair works
- Organising working bees as required
- Maintaining Tarralla Kindergarten's facilities and grounds and during school holiday periods

OHS Officer

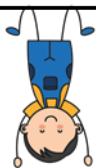


We're committed to the health, safety and wellbeing of the children, our teachers and educators, and anyone else who visits the kindergarten.

As OHS Officer, your responsibilities include:

- Working with the Committee of Management and Director to ensure Tarralla Kindergarten's compliance with the OHS Act and Regulation
- Being the central point of contact for teachers, educators and the committee for health, safety and wellbeing issues
- Maintaining and updating Tarralla Kindergarten's OHS policies

Purchasing Officer



Love to shop? Look no further. This is the role for you!

As Purchasing Officer, your responsibilities include:

- Liaising with teachers, educators and committee members regarding purchasing needs
- Purchasing and maintain all non-program requirements of the kindergarten

Sustainability Officer



Have an interest in sustainability and the environment? Do you ideas about how our kindergarten can be more sustainable? We'd love you to join us in this role!

As Sustainability Officer, your responsibilities include:

- Working with teachers, educators and committee members to identify and implement environmental sustainability strategies and programs
- Assisting and advising on environmental education and sustainable practices
- Liaising with teachers and educators to incorporate celebrations of environmental awareness / sustainability into the Kindergarten e.g. National Tree Day,
- Liaise with teachers, educators and committee members regarding relevant environment / sustainability grants opportunities