



# TARRALLA KINDERGARTEN ASSOCIATION INC.

## 2020 COMMITTEE POSITION DESCRIPTIONS

### **ALL POSITIONS (COMMITTEE OF MANAGEMENT AND OPERATIONAL OFFICERS):**

- Be available to attend Operational Committee Meetings (held once a month) and report on activities/updates relevant to your position
- Act in accordance with the Kindergarten's constitution
- Be available to attend and support kindergarten events including Open Day, Trivia Night, AGM etc.
- Undertake working with children's check
- Submit information for inclusion in Kindergarten newsletter where appropriate.
- Maintain up to date Kindergarten documents on the Tarralla server
- Provide proficient handover to the incoming person taking on the position
- Prepare a written monthly Committee report

### **COMMITTEE OF MANAGEMENT POSITIONS**

- Be available to attend Committee of Management Meetings (held once a quarterly) and report on governance matters relevant to your position
- Hold a voting role on the Committee.
- Provide a full induction handover to the incoming person taking on the position.
- Undertake a Police Records Check

### **PRESIDENT**

- Attend and act as chairperson for all Committee meetings.
- Act as the face of Tarralla Kindergarten
- Prepare the yearly planner and update as required
- Know and understand important documents relevant to the functioning of the Kindergarten
- Liaise regularly with members of the Committee, staff, Maroondah Council and the wider community.
- Co-ordinate the work of the Committee members.
- Attend Council meetings alternatively with the Vice-President and report back to Committee
- Ensure the Committee conducts its affairs in a proper and accountable manner.
- Provide Committee of Management reports for the newsletters.
- Act as the QIP (Quality Improvement Plan) Liaison Officer
- Act as an escalation point for HR and staffing-related issues
- Approve any leave requests from staff.

### **VICE PRESIDENT**

- Support the President with the implementation of their role; be familiar with the Presidents role and act in that role as required.
- Liaise regularly with members of the Committee and staff.
- Attend Council meetings alternatively with the President and report back to Committee
- Act as the Human Resources manager for Tarralla Kindergarten.
- Liaise with staff on all HR related matters
- Organise relief educators when needed.
- Liaise with kinder books / ELAA on any HR related matters



# TARRALLA KINDERGARTEN ASSOCIATION INC.

## 2020 COMMITTEE POSITION DESCRIPTIONS

### **SECRETARY & PUBLIC OFFICER**

- Ensure that mail is collected and all inward/outward correspondence/emails are appropriately recorded and distributed/circulated.
- Ensure that the Community Noticeboard is updated weekly.
- Act as Public Officer for the Kindergarten and correspond with Consumer Affairs Victoria when required.
- Co-ordinate the legal requirements of the Association in relation to the Annual General Meeting.
- Forward draft policy updates to committee for feedback, and ensure policies in policy folder and website are kept up to date.
- Formulate and prepare Agenda Items for Committee of Management meetings.
- Attend and take accurate minutes at all meetings of the Association.
- Type and distribute these minutes within two weeks after each meeting.

### **TREASURER**

- Ensure all the financial obligations of the Association are met.
- Re-sign all new Executive Committee members with the Kindergarten's Bank
- Liaise with the Fees Officer with respect of paid and unpaid fees.
- Oversee all purchases for the Kindergarten.
- Instruct Kinder Administrator/bookkeeper eg kinder books on maintaining accounts and balance sheet requirements including quarterly BAS.
- Prepare the annual budget and financial accounts with assistance from book-keeper.
- Arrange the audit of the financial statements by an appropriately qualified person, where necessary.
- Pay all accounts
- Liaise with the Kindergarten Administrator to ensure they are receiving the correct funding on our behalf.
- Ensure the bank accounts are managed appropriately
- Review and renew various insurance policies each year.

### **OPERATIONAL REPRESENTATIVE**

- As well as performing your own role on the operational committee you should support the committee of management, and be familiar with their roles and act as required.



# TARRALLA KINDERGARTEN ASSOCIATION INC.

## 2020 COMMITTEE POSITION DESCRIPTIONS

### **OPERATIONAL POSITIONS**

#### **COMMUNICATIONS OFFICER**

- Formulate and prepare Agenda Items for Operational meetings.
- Type and distribute these minutes within two weeks after each meeting.
- Monitor and oversee the use of social media and ensure guidelines are complied with.
- Act as the Kindergarten's Marketing/Publicity Officer and promote the Kindergarten i.e. newspaper, advertising brochures, school newsletters, flyers.
- Coordinate, write and distribute the Kindergarten's Newsletter.

#### **FOUR YEAR OLD ENROLMENT OFFICER**

- Liaise with the Three Year Old Enrolment Officer to attend MIKA meetings as required.
- Be the first point of contact for all prospective 4YO program enrolment enquiries.
- Enter all information for the year into the KIM system
- Provide the Committee of Management, Educators and the 4YO Fees Officer with current up to date lists of enrolments and notification of any changes
- Receive acceptances for next year enrolments and record enrolment fee deposit
- Prepare and distribute enrolment packs for following year
- Update forms/documents required for enrolment to be shown on Tarralla's website and liaise with IT on website updates.
- Manage group allocations for next year enrolments, based on preference selection coordinated through website
- Liaise with Educators and MIKA regarding vacancies and new enrolments.
- Liaise with Educators to update handbooks, welcome letters, orientation letters.
- Prepare and distribute information packs at AGM.
- Follow up on paperwork not handed in at AGM, or with families who could not attend AGM

#### **THREE YEAR OLD ENROLMENT OFFICER**

- Liaise with the Four Year Old Enrolment Officer to attend MIKA meetings as required.
- Be the first point of contact for all prospective Three-Year-Old and Rising 4's program enrolment enquiries.
- Provide the Committee of Management, Educators and the 3YO Fees Officer with current up to date lists of 3yo and Rising 4s enrolments and notification of any changes
- Receive acceptances for next year enrolments and record enrolment fee deposit
- Prepare and distribute enrolment packs for following year.
- Update forms/documents required for enrolment to be shown on Tarralla's website and liaise with IT on website updates.
- Manage group allocations for next year enrolments, based on preference selection coordinated through website
- Liaise with Educators and MIKA re: vacancies and new enrolments.
- Liaise with Educators to update handbooks, welcome letters, orientation letters
- Prepare and distribute information packs at AGM
- Follow up on paperwork not handed in at AGM, or with families who could not attend AGM



# TARRALLA KINDERGARTEN ASSOCIATION INC.

## 2020 COMMITTEE POSITION DESCRIPTIONS

### **GRANTS OFFICER**

- Maintain a register of grant opportunities and apply for relevant grants available.
- Assist in coordinating expenditure of grant funding and provide necessary reporting of grant expenditure and delivery.
- Liaise with educators and committee members regarding relevant grants and opportunities for the Kinder and help generate ideas for current or future applications.
- Liaise with relevant parties in relation to the execution and acquittal of grants. Usually this is done via email but can be through phone conversations and face to face meetings

### **FOUR YEAR OLD FEES OFFICER**

- Distribute Term Fee Invoices for all four year old families across the Kindergarten programs
- Liaise with the Treasurer and Enrolment Officers with respect to paid/unpaid fees.
- Access computer to view and record payments made via internet banking.
- Liaise with Educators and enrolment officers regarding enrolment details
- Keeping an up to date record of current Health Care Card / Pension Card holders
- Attend alternate Committee meetings in consultation with the three year old fees officer
- Maintain up to date spreadsheets of term fee payments
- Follow up on unpaid fees as per the process outlined in the Fees Policy
- Annually review and, where needed, update the Fees Agreement and Fees Policy (with the 3yo Fees Officer)

### **THREE YEAR OLD FEES OFFICER**

- Distribute Term Fee Invoices for all three year old families across the Kindergarten programs
- Liaise with the Treasurer and Enrolment Officers with respect to paid/unpaid fees.
- Access computer to view and record payments made via internet banking.
- Liaise with Educators and enrolment officers regarding enrolment details
- Attend alternate Committee meetings in consultation with the four year old fees officer
- Maintain up to date spreadsheets of term fee payments
- Follow up on unpaid fees as per the process outlined in the Fees Policy
- Annually review and, where needed, update the Fees Agreement and Fees Policy (with the 4yo Fees Officer)

### **MAINTENANCE OFFICER**

- Ensure the Kindergarten is maintained in good, safe working order in conjunction with staff, the gardener and Maroondah Council.
- Liaise with the gardener.
- Place bins out for collection and bring in after collection during school holiday periods
- Liaise with Educators and Committee members regarding small maintenance issues as they arise and organise a working bee if required.

**Please note the Council maintain the building and a paid maintenance officer maintains the grounds and major projects.**

### **OHS OFFICER**

- Liaise with Educators and Committee members regarding any OHS matters and report to the Committee of Management.
- Ensure reasonable care has been taken for the health and safety of all staff, families and visitors.
- Ensure the Kindergarten has up to date OHS policies and complies with the OHS Act or Regulations.



# TARRALLA KINDERGARTEN ASSOCIATION INC.

## 2020 COMMITTEE POSITION DESCRIPTIONS

### **SUSTAINABILITY OFFICER**

- Work with staff to identify environmental sustainability strategies for implementation
- Engage and advise on activities that support the Kindergarten to become more environmentally sustainable (e.g. recycling)
- Assist and advise on environmental education and sustainable practices
- Incorporate celebrations of environmental awareness into the Kindergarten e.g. National Tree Day, National Recycling Week, Clean Up Australia Day and Walk to Work Day
- Assist the Treasurer and/or Grants Officer with grant opportunities relating to sustainable and environmental programs
- Liaise with educators and committee members regarding relevant grants and opportunities for the Kinder and help generate ideas for current or future applications.
- Assist in coordinating expenditure of grant funding and provide necessary reporting of grant expenditure and delivery
- Implement successful environmental grant projects

### **INFORMATION TECHNOLOGY OFFICER**

- Ensure the Kindergarten's information technology systems are maintained in good, safe working order.
- Maintain Tarralla's website.
- Support Educators and Committee members with queries or issues in a timely manner.
- Ensure online preference selection is actioned according to the enrolment documents.
- Liaise with Educators and Committee members about maintenance issues.

### **PURCHASING OFFICER**

- Purchase and maintain all non-program requirements of the Kindergarten.
- Liaise with the Educators and Committee members regarding purchasing needs.

### **ACTIVITIES OFFICER**

- Liaise with Educators in relation to activities planned for the Kindergarten program. Assist Educators (when required) with booking approved activities and resources (e.g. buses, creating flyers).
- Coordinate family social events and the end of year family Christmas event.
- Coordinate and collect money for other Kindergarten activities (e.g. Book Club, Picture Plates, Toy Catalogues etc.)
- Liaise with the local schools to ensure that major events such as end of year parties, concerts do not conflict with school event programs.
- Order commemorative mugs for 4yo groups
- Co-ordinate and distribute uniform forms and orders, including at the AGM
- Co-ordinate and manage stock of uniforms including ordering from suppliers

### **FOUR YEAR OLD GROUP FUNDRAISING OFFICER**

- Establish, be a member of, and be chairperson of the Fundraising Sub Committee.
- Plan, co-ordinate, and administer fundraising events (as a Sub Committee), such as agreed upon by the Committee of Management.
- Act as the fundraising contact for the Four-Year-Old groups.
- Liaise with the Treasurer in relation to financial matters.
- Liaise with the local schools to ensure that major fundraising events do not conflict with school events.
- Attend alternate Committee meetings in consultation with the 3yo Fundraising Officer.



# TARRALLA KINDERGARTEN ASSOCIATION INC.

## 2020 COMMITTEE POSITION DESCRIPTIONS

### **THREE YEAR OLD GROUP FUNDRAISING OFFICER**

- Work closely with the Four-Year Old Group Fundraising Officer and Fundraising Sub Committee members.
- Act as the fundraising contact for the Three Year Old and Rising Four groups.
- Be involved in the planning, co-ordination and administration of any fundraising events.
- Attend alternate Committee meetings in consultation with the 4yo Fundraising Officer.

### **FUNDRAISING SUB COMMITTEE – MINIMUM 6 POSITIONS**

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

Sub Committee members are not expected to undertake many of the duties indicated in the 'all positions' section above.