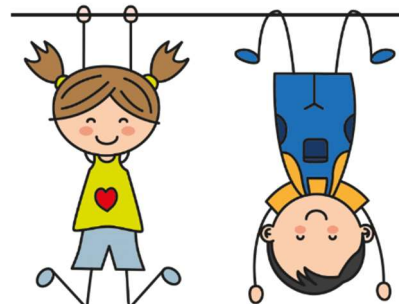




Who manages Tarralla Kindergarten?

Tarralla Kindergarten needs parents who are willing to give some of their time to help the Kindergarten run smoothly. 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 kindergarten, 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

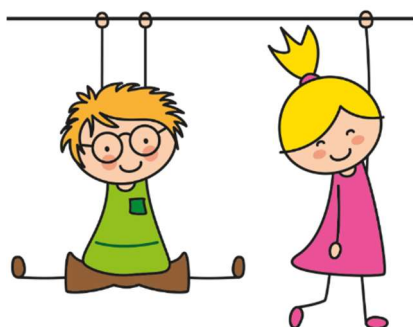
You gain satisfaction from contributing to a worthwhile association

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.

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	Purchasing Officer
	Fees Officer 4YO	Sustainability Officer
	Fees Officer 3 YO	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

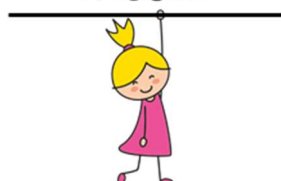
If you would like more information on a role that may be of interest to you, or the Committee of Management and / or Operational Sub-committee in general, please feel free to contact the current President

president@tarrallakindergarten.org.au

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

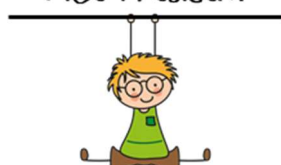


If you don't mind being the face of the kindergarten, meeting lots of new people and acquiring new skills and knowledge, then this one might be for you. For a rewarding challenge, go for President!

As President, your responsibilities include:

- Together with the Kindergarten Director, being the face of Tarralla Kindergarten
- Acting as the central point of contact for the Department of Education and Training, Maroondah City Council and the Early Learning Association Australia
- Representing Tarralla Kindergarten at external events and meetings
- Liaising regularly with the Kindergarten Director regarding kindergarten matters
- Liaising with committee members and staff
- Acting as the escalation point for kindergarten, staff and committee matters

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!

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 the Kindergarten Director regarding staffing matters
- Liaising regularly with committee members and staff
- Leading the human resource functions of Tarralla Kindergarten, including maintaining and updating human resource policies and procedures, managing staff health, safety and well-being, and co-ordinating (with the Kindergarten Director) staff performance and development plans and reviews
- Being responsible for maintaining and updating Tarralla Kindergarten's Constitution and Delegations of Authority

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 the financial obligations of Tarralla Kindergarten
- Liaising with Tarralla Kindergarten's bookkeeper to maintain accurate financial accounts, records and reports
- With assistance from Tarralla Kindergarten's bookkeeper, preparing the annual budget, monthly reports and annual financial statements
- Arranging the payment of invoices by their due date

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:

- Preparing agendas, minutes and action lists for the monthly Committee of Management meetings
- Arranging 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
- Managing annual transition of committee members

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:

- Being familiar with the other Committee of Managements roles, acting in those roles as required, and supporting the Committee of Management as required
- Acting as the conduit between the Committee of Management and the Operational Sub-committee
- Liaising, on a regular basis, with Operational Sub-committee members, and with the President, acting as the escalation point for any kindergarten operational matters

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, 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 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 via e-mail and through Tarralla Kindergarten's Facebook page
- Managing Tarralla Kindergarten's Facebook page
- With the IT Officer, making minor updates to Tarralla Kindergarten's website, and arranging major updates with Tarralla Kindergarten's website provider
- 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:

- Liaising with teachers, educators and committee members to identify potential grant opportunities and keeping a register of those opportunities
- Co-ordinating, preparing and submitting Tarralla Kindergarten's grant applications
- Co-ordinate the expenditure and acquittal of grant funding

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 MIKAs role), you're front and centre when it comes to expanding the Tarralla family.

As Enrolments Officers, your responsibilities include:

- Being the first point of contact for enrolment enquiries
- Liaising with teachers, educators and MIKA regarding new enrolments and vacancies, and attending MIKA meetings
- Maintaining enrolment records
- Preparing and distributing enrolment information for new families
- Ensuring Tarralla Kindergarten's website is updated with appropriate
- Co-ordinating Tarralla Kindergarten's open day, tours, and annual enrolment night (combined with AGM)
- Maintaining and updating Tarralla Kindergarten's enrolment policy, enrolment form and other enrolment / orientation documents

Fees Officer x 2

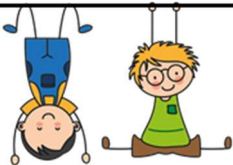


It's no secret, money makes the world go around ... and our kindergarten. We need to pay our wonderful teachers. If you're good at bringing in the money we need you!

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 and agreement

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 as required
- Planning, preparing and conducting all fundraising activities, including an annual event approved by the Committee of Management i.e. 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
- Assisting in the planning, preparing and conducting fundraising activities

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 basic IT queries
- Maintaining Tarralla Kindergarten's Microsoft 365 subscription, and acting as the Kindergarten's Microsoft 365 Administrator (used for e-mail and document storage)
- With the Communications Officer, making minor updates to Tarralla Kindergarten's website, and arranging major updates with Tarralla Kindergarten's website provider
- Ensuring Tarralla Kindergarten's information technology systems and devices are maintained in good, safe working order

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:

- Liaising with teachers, educators and committee members regarding maintenance, repair and improvement matters
- Undertaking and / or organising maintenance, repair and improvement works in a timely manner, including liaising with Maroondah City Council as owner of the Kindergarten facility
- Organising working bees as required

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 all non-program / incidental requirements of the kindergarten, ensuring appropriate approval processes have been followed where necessary

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 opportunities for Tarralla Kindergarten to become more sustainable i.e recycling initiatives, waste reduction initiatives
- Working with teachers, educators and committee members to implement sustainability strategies and programs at Tarralla Kindergarten
- Liaising with teachers and educators to incorporate celebrations of environmental awareness / sustainability into the Kindergarten e.g. National Tree Day
- Liaising with the Grants Officer in relation to sustainability grant opportunities
- Assisting and advising teachers and educators on environmental education and sustainable practices