



Position Descriptions

Tarralla Kindergarten Association Incorporated Committee of Management and Operational Sub-committee

At Tarralla Kindergarten we have a highly skilled, and extremely dedicated team of teachers and educators. However, they cannot operate the kindergarten alone. As a not-for-profit Incorporated Association, Tarralla Kindergarten is managed by a **Committee of Management**, which is supported by an **Operational Sub-committee**. The **Tarralla Kindergarten Constitution** guides how the Committee of Management and Operational Sub-committee operate.

The Committee of Management and Operational Sub-committee positions are held by volunteer parents and community members who are willing to give some of their time to help Tarralla Kindergarten run smoothly.

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 enthusiasm to become part of the team that keeps Tarralla Kindergarten operating effectively.

Committee of Management and Operational Sub-committee members are voted in at the Annual General Meeting (AGM), held around October each year. Positions are held for a period of 12 months, commencing 1 February each year.

What's the difference between the Committee of Management and the Operational Sub-committee?

The Tarralla Kindergarten committee structure is defined in the Tarralla Kindergarten Constitution. The five Committee of Management Positions are specified, whilst the Operational Sub-Committee positions can be altered to meet the needs of the Kindergarten without the need for a change to the Constitution.

Tarralla Kindergarten Committee Structure		
Committee of Management (Voting roles)	Operational Sub-committee (Non-voting roles)	
President	Activities Officer	Social engagement Officer 3YO
Vice President	Communications Officer	Social engagement 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
		Purchasing Officer
		Sustainability Officer
	Social engagement Officer Sub Committee	

Committee of Management

The Committee of Management is responsible for the day-to-day affairs of Tarralla Kindergarten. The Committee of Management is the body that manages Tarralla Kindergarten and employs the staff. The Committee of Management works alongside Tarralla Kindergarten's dedicated teachers and educators, as the **Approved Provider** of the kindergarten, to provide a high-quality educational program, and ensure the delivery of the kindergarten service is in accordance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.

The Committee of Management must also ensure the kindergarten service meets all requirements as an incorporated association, funded organisation, employer of staff and fundraiser; and is accountable to members of the association, funding bodies such as DET, and Consumer Affairs Victoria (the regulator of Incorporated Associations in Victoria). The Committee of Management is responsible for the decision making of the kindergarten and must abide by and operate in accordance with the *Associations Incorporation Reform Act 2012*, the *Associations Incorporation Reform Regulations 2012*, and the Tarralla Kindergarten Constitution.

The composition of the Committee of Management is defined in the Tarralla Kindergarten Constitution. The Committee of Management is made up of the: **President; Vice President; Treasurer; Secretary; and Operational Representative**. The Operational Representative must also hold a position on the Operational Sub-committee.

All members of the Committee of Management are required to undergo a *Working With Children Check* and *Criminal History Check*, as well as complete a *Committee of Management Declaration* and *Conflict of Interest Declaration*. Executive positions (President; Vice President; Treasurer; Secretary) are also required to complete a *Declaration of Fitness and Propriety*, including evidence of management capability. This is a requirement of the *Education and Care Services National Law Act 2010*. Executive positions are also signatories of the Tarralla Kindergarten bank accounts, with two authorisations required for any transaction.

Operational Sub-committee

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.

The composition of the Operational Sub-Committee is designed to meet the operational needs of the Kindergarten and can be altered as the needs of the Kindergarten change. At present, there are 11 positions on the Operational Sub-Committee: **Activities Officer; Communications Officer; Grants Officer; 4 Year Old Enrolments Officer; 3 Year Old Enrolments Officer; 4 Year Old Social Engagement Officer; 3 Year Old Social Engagement; IT Officer; Maintenance Officer; Purchasing Officer; and Sustainability Officer**. The Social Engagement Officers are supported by a **Social Engagement Sub-committee**.

All members of the Operational Sub-committee are required to undergo a *Working With Children Check* and complete a *Committee of Management Declaration* and *Conflict of Interest Declaration*.

What are the responsibilities for each committee position?

Each Committee of Management and Operational Sub-Committee position has a position description, which describes the key responsibilities for that position. Position descriptions are reviewed and updated annually to reflect the current requirements of the position. To know more about any position on the Committee of Management or Operational Sub-Committee please read through the position descriptions below.

President



Committee of Management position

- Mandatory under Tarralla Kindergarten Constitution
- Voting rights (responsible for decision making)
- 12 month term, commencing 1 February
- Requires a Working with Children Check, Criminal History Check & Declaration of Fitness and Propriety

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Being familiar with legislation, regulations, constitution and other important documents relevant to the functioning of Tarralla Kindergarten
- Fulfilling responsibilities of the Approved Provider of Tarralla Kindergarten
- Attending Committee of Management meetings and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, tours, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming President

President responsibilities

Governance, management and administration

- With the Secretary, maintaining and updating key documents required by Maroondah City Council (i.e. committee member contact details, lease agreement, key register etc)
- With the Secretary, maintaining and updating Tarralla Kindergarten's Strategic Plan
- Providing input into the preparation of the Annual Budget
- Completing the annual Service Agreement Compliance Certification as required by the Department of Education and Training (DET)
- Acting as the Quality Improvement Plan (QIP) Liaison Officer
- Acting as a signatory on Tarralla Kindergarten's bank accounts

Leadership

- Ensuring Committee of Management and Operational Sub-committee members understand their roles and responsibilities, and are fulfilling their duties
- Co-ordinating the work of the Committee of Management and Operational Sub-committee
- Chairing Committee of Management meetings, and providing a monthly update at those meetings
- Chairing the Annual General Meeting (AGM)

Publicity and liaison

- With the Kindergarten Director, acting as the face of Tarralla Kindergarten
- Acting as Tarralla Kindergarten's central point of contact for the Department of Education and Training (DET), Maroondah City Council, Early Learning Association Australia (ELAA), and the wider community
- With the Communications Officer, being the central point of contact for internal and external communications
- Liaising, on a regular basis, with the Kindergarten Director regarding kindergarten matters
- Attending and representing Tarralla Kindergarten at external events and meetings
- Ensuring families receive important information pertaining to Tarralla Kindergarten in a timely manner
- Submitting an update for the quarterly Tarralla Kindergarten newsletter

People matters

- Liaising with committee members and staff
- With the Kindergarten Director, addressing parent or staff concerns or complaints
- Supporting committee members, and acting as the escalation point where a problematic situation arises in their portfolio
- Supporting the Vice President in relation to human resource and staff matters, and acting as the escalation point for such matters
- Approving staff leave requests

Vice President



Committee of Management position

- Mandatory under Tarralla Kindergarten Constitution
- Voting rights (responsible for decision making)
- 12 month term, commencing 1 February
- Requires a Working with Children Check, Criminal History Check & Declaration of Fitness and Propriety

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Being familiar with legislation, regulations, constitution and other important documents relevant to the functioning of Tarralla Kindergarten
- Fulfilling responsibilities of the Approved Provider of Tarralla Kindergarten
- Attending Committee of Managements meetings and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, tours, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Vice President

Vice President responsibilities

Governance, management and administration

- Maintaining and updating Tarralla Kindergartens human resource policies and procedures
- Maintaining and updating Tarralla Kindergarten's Constitution
- Maintaining and updating the Delegations of Authority for Tarralla Kindergarten
- Providing input into the preparation of the Annual Budget
- Providing an update at Committee of Management meetings as required
- Acting as a signatory on Tarralla Kindergarten's bank accounts

Supporting the President

- Being familiar with the President's role and acting in the President's role as required
- Supporting the President as required
- Attending and representing Tarralla Kindergarten at external events and meetings when the President is unable to attend

People matters

- Liaising, on a regular basis, with the Kindergarten Director regarding kindergarten staff matters
- Liaising with committee members and staff
- Leading the human resource functions of Tarralla Kindergarten, including:
 - Recruiting, onboarding (orientation) and offboarding activities of Tarralla Kindergarten staff
 - Managing staff health, safety and well-being (including an annual health and safety audit)
 - With the Kindergarten Director, co-ordinating staff performance and development plans and reviews
 - Co-ordinating staff opinion surveys as required
 - Acting as Tarralla Kindergarten's Return to Work Co-ordinator as required
- Liaising with Tarralla Kindergarten's bookkeeper and Early Learning Association Australia (ELAA) on human resource related matters
- Attending and chairing the Human Resources Sub-committee (when the committee is operational)
- Ensuring that when the Human Resource Sub-committee meets, minutes of the meeting are taken, and a report provided to the Committee of Management

Treasurer



Committee of Management position

- Mandatory under Tarralla Kindergarten Constitution
- Voting rights (responsible for decision making)
- 12 month term, commencing 1 February
- Requires a Working with Children Check, Criminal History Check & Declaration of Fitness and Propriety
- Preferable Accounting/Finance background

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Being familiar with legislation, regulations, constitution and other important documents relevant to the functioning of Tarralla Kindergarten
- Fulfilling responsibilities of the Approved Provider of Tarralla Kindergarten
- Attending Committee of Management meetings and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, tours, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Treasurer

Treasurer responsibilities

Governance, management and administration

- Acting as the central point of contact for all finance related matters at Tarralla Kindergarten
- Liaising with Tarralla Kindergarten's bookkeeper to maintain accurate financial accounts, records and reports, and to ensure Tarralla Kindergarten meets all payroll, staff and tax obligations
- Presenting the monthly financial report (prepared by Tarralla Kindergarten's bookkeeper) at Committee of Management meetings
- Assisting the Committee of Management to monitor Tarralla Kindergarten's financial viability, and recommending updates / changes to the budget as required
- Assisting the Committee of Management to monitor the use of funding, ensuring it is in line with Tarralla Kindergarten's Service Agreement with the Department of Education and Training (DET)
- Maintaining and updating Tarralla Kindergarten's finance policy
- Presenting the annual financial statements to members at the AGM
- Acting as a signatory on Tarralla Kindergarten's bank accounts

Financial management

- Managing Tarralla Kindergarten's banking relationships including the update of relevant signatories and bank account access
- Monitoring transactions in and out of Tarralla Kindergarten's bank accounts
- Arranging the payment of invoices by their due date
- Liaising with Tarralla Kindergarten's bookkeeper to prepare the annual budget for Tarralla Kindergarten
- Liaising with Tarralla Kindergarten's bookkeeper to prepare Tarralla Kindergarten's financial statements at the end of the financial year
- Arranging the auditing of Tarralla Kindergarten's financial statements at the end of the financial year
- Ensuring correct procedures are followed by staff and committee in relation to purchases and reimbursement
- Reviewing and renewing Tarralla Kindergarten's insurance policies
- Overseeing the investments of Tarralla Kindergarten

Secretary



Committee of Management position

- Mandatory under Tarralla Kindergarten Constitution
- Voting rights (responsible for decision making)
- 12 month term, commencing 1 February
- Requires a Working with Children Check, Criminal History Check & Declaration of Fitness and Propriety

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Being familiar with legislation, regulations, constitution and other important documents relevant to the functioning of Tarralla Kindergarten
- Fulfilling responsibilities of the Approved Provider of Tarralla Kindergarten
- Attending Committee of Management meetings and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, tours, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Secretary

Secretary responsibilities

Governance, management and administration

- Preparing the yearly planner for Tarralla Kindergarten
- With the President, scheduling Committee of Management meetings for the calendar year
- Preparing agendas for monthly Committee of Management meetings, taking minutes at those meetings, and distributing the minutes and action items post meeting in a timely manner
- Arranging the Annual General Meeting AGM, ensuring all legal requirements are met
- Preparing and distributing all documents for the AGM, and taking minutes at the meeting
- Arranging Special General Meetings as required, ensuring all legal requirements are met
- Keeping up to date Tarralla Kindergarten's Register of Members
- Acting as the central point of contact with Consumer Affairs Victoria (CAV), and holding a myCAV account
- Submitting Tarralla Kindergarten's Annual Statement to CAV
- With the President, maintaining and updating key documents required by Maroondah City Council (i.e. committee member contact details, lease agreement, key register etc)
- With the Kindergarten Director, ensuring all required and necessary information is on display in the foyer, and updated as required
- With the President, maintaining and updating Tarralla Kindergarten's Strategic Plan
- Maintaining and updating Tarralla Kindergarten's policies
- Maintaining and updating Tarralla Kindergarten's organisational chart
- Developing Tarralla Kindergarten's Committee of Management and Operational Sub-committee handbooks, and once developed maintaining and updating the handbooks
- Maintaining and updating Committee of Management and Operational Sub-committee position descriptions
- Maintaining and updating information on the Tarralla Kindergarten Committee, and Nomination form, for distribution with enrolment packs
- Preparing incoming committee member packs, and ensuring all required documentation is completed prior to commencement of the term of office
- Co-ordinating the handover of the current Tarralla Kindergarten committee to the incoming committee
- Notifying the Department of Education and Training (DET), Australia Children's Education & Care Authority (ACECQA), Early Learning Association Australia (ELAA) and Maroondah City Council of changes to the Committee of Management and any other relevant changes
- Acting as the Organisational Authority for Tarralla Kindergarten access to DET's eBusienss systems
- Ensuring the Committee and Policy sections of the Tarralla Kindergarten's website are up to date
- Collecting the mail for Tarralla Kindergarten and distributing accordingly
- Acting as a signatory on Tarralla Kindergarten's bank accounts

Operational Representative



Committee of Management position

- Mandatory under Tarralla Kindergarten Constitution
- Voting rights (responsible for decision making)
- 12 month term, commencing 1 February
- Requires a Working with Children Check & Criminal History Check
- Must also hold a position on the Operational Sub-committee

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Being familiar with legislation, regulations, constitution and other important documents relevant to the functioning of Tarralla Kindergarten
- Fulfilling responsibilities of the Approved Provider of Tarralla Kindergarten
- Attending Committee of Management meetings and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, tours, social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Operational Representative

Operational Representative responsibilities

Governance, management and administration

- Providing an update at Committee of Management meetings as required

Supporting the Committee of Management

- Being familiar with the other Committee of Managements roles and acting in those roles as required
- Supporting the Committee of Management as required

Operational matters

- Acting as the conduit between the Committee of Management and the Operational Sub-committee
- Liaising, on a regular basis, with Operational Sub-committee members
- Supporting Operational Sub-committee members and, with the President, acting as the escalation point where a problematic situation arises in their portfolio
- Bring issues raised by Operational Sub-committee members to Committee of Management meetings if the Operational Sub-committee member is not in attendance at the meeting
- Reporting back to Operational Sub-committee members after Committee of Management meetings, on any issues related to their portfolio, if the Operational Sub-committee member is not in attendance at the meeting
- Scheduling, attending and chairing the Operational Sub-committee meetings as required (minimum one meeting per year)
- Ensuring that when the Operational Sub-committee meets, minutes of the meeting are taken, and a report provided to the Committee of Management
- With the Enrolments, making minor updates to Tarralla Kindergarten's website, and arranging major updates with Tarralla Kindergarten's website provider

Activities Officer



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Activities Officer

Activities Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the Activities portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the Activities portfolio (i.e. increasing uniform prices, dates of events)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- Escalating any issues / problematic situations that arise in the Activities portfolio to the Operational Representative and / or President

Activities portfolio

- Acting as the central point of contact for activity and event related matters at Tarralla Kindergarten
- Planning and co-ordinating Tarralla Kindergarten annual events, including the end of year family Christmas party
- Planning and co-ordinating Tarralla Kindergarten activities, including book club, picture plates, toy catalogues etc.
- Preparing promotional material for Tarralla Kindergarten events and activities i.e. flyers for pockets, posters for around the kindergarten
- Liaising with the Communications Officer to promote Tarralla Kindergarten events and activities
- Liaising with the Social engagement Officers to ensure there are no clashes of activities and events
- Liaising with local schools to ensure that Tarralla Kindergarten major events and activities do not conflict with school event programs
- Liaising with teachers and educators to:
 - Book approved activities in the kindergarten program (i.e. excursion venues, buses for excursions)
 - Assist with activities performed in the kindergarten program
- Maintaining and updating the Tarralla Kindergarten uniform price list and point of contact for online supplier
- Co-ordinating and distributing uniform purchases and orders.
- Ordering commemorative mugs for 4 Year Old groups
- Liaising with the Treasurer in relation to financial matters, including payment of invoices, reimbursement for purchases, and banking of raised funds

Communications Officer



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Communications Officer

Communications Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the Communications portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the Communications portfolio (i.e. major website updates)

Operational matters

- Preparing agendas for Operational Sub-committee meetings (minimum one meeting per year), attending and taking minutes at those meetings, and distributing the minutes and action items post meeting in a timely manner- no longer needed?
- Escalating any issues / problematic situations that arise in the Communications portfolio to the Operational Representative and / or President- issues going directly to President/Director?

Communications portfolio

- With the President, being the central point of contact for internal and external communications
- Liaising with the President to ensure families receive important information pertaining to Tarralla Kindergarten in a timely manner
- Sharing information with families via e-mail, newsletter and through Tarralla Kindergarten's Facebook page
- Approving requests to join the Tarralla Kindergarten Facebook page, removing all families from previous year on last day of kinder for the year.
- Monitoring posts to the Tarralla Kindergarten Facebook page to ensure they comply with the Kindergarten's guidelines
- Supporting Class Representatives to set up a closed Facebook page for each Tarralla Kindergarten Group
- Co-ordinating, preparing and distributing Tarralla Kindergarten's newsletter once per term
- Supporting the Kindergarten Director and teachers to prepare for the Maroondah Kinder Expo
- Arranging publicity material such as the open day board, advertisements for school newsletters, flyers etc
- Ensuring the Tarralla Kindergarten Community Noticeboard is regularly updated
- Liaising with the Committee of Management to develop Tarralla Kindergarten's social media policies and guidelines, and once developed maintaining and updating these policies

Grants Officer



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check
- Previous experience in grant application preferred

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Grants Officer

Grants Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the Grants portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the Grants portfolio (i.e. expenditure of grant funding)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- Escalating any issues / problematic situations that arise in the Grants portfolio to the Operational Representative and / or President

Grants portfolio

- Acting as the central point of contact for all grants related matters at Tarralla Kindergarten
- 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 within required time frames. This includes
 - Gathering required information and documents
 - Writing grants applications
 - Liaising with internal (teachers, educators and committee members) and external stakeholders (Maroondah City Council, DET etc)
- Co-ordinating the expenditure of grant funding
- Co-ordinating, preparing and submitting the acquittal of grant funding as required by the funding provider

3 Year Old Enrolments Officer-



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming 3 Year Old Enrolments Officer

3 Year Old Enrolments Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the 3 Year Old Enrolments portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the 3 Year Old Enrolments portfolio (i.e. fees, timetable for following year)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- Escalating any issues / problematic situations that arise in the 3 Year Old Enrolments portfolio to the Operational Representative and / or President

3 Year Old Enrolments portfolio

- Being the first point of contact for all prospective 3 Year Old program enrolment enquiries
- Acting as the central point of contact for all 3 Year Old enrolment related matters at Tarralla Kindergarten
- Liaising with teachers, educators and Maroondah Integrated Kindergartens Association (MIKA) regarding new enrolments and vacancies for the 3 Year Old programs
- Notifying the Committee of Management, Director, 3 Year Old teachers, and 3 Year Old Fees Officer of any changes to enrolments in the 3 Year Old programs and providing an updated enrolment list
- Monitoring acceptances and admin fee payments (where applicable) for the 3 Year Old programs
- Using the EnrolNow system to email out Welcome to Tarralla emails, and link to complete enrolment form
- Liaising with the Director, and 3 Year Old teachers, to prepare group allocations for the following year based on parent selection preferences, and manage group wait lists
- Once groups have been selected enter all information into the EnrolNow system
- Preparing and distributing (at the AGM) information packs for the 3 Year Old programs
- Maintaining records of enrolment forms / documents submitted by families of children enrolling in the 3 Year Old programs and following up with families that have not submitted enrolment form via EnrolNow prior to their child commencing at Tarralla Kindergarten
- Monitoring the birthdays of children in the 3 Year Old programs and requesting an updated immunisation statement following the child's 4 year old immunisations

Enrolments portfolio (shared with 4 Year Old Enrolments Officer)

- Attending MIKA meetings as required, and disseminating information from meetings to the Committee of Management, Director and teachers
- Providing required information (fees, timetable etc) to MIKA as requested
- Liaising with MIKA in relation to enrolment numbers during the MIKA enrolment period (March – June) and disseminating that information to the Committee of Management, Director and teachers
- Initiating discussions with the Committee of Management in relation to Tarralla Kindergarten's fees and program timetable for the following year
- Co-ordinating Tarralla Kindergarten's open day and tours

- Assisting with the AGM to co-ordinate delivery of class information
- Liaising with the Communications Officer, Admin, Ops Rep and IT Officer to ensure Tarralla Kindergarten's website has up to date enrolment, open day and tour information, and enrolment documents and forms
- Maintaining and updating annually Tarralla Kindergarten's brochure for prospective families
- Maintaining and updating annually Tarralla Kindergarten's enrolment form
- Maintaining and updating annually Tarralla Kindergarten's information release and volunteer form
- Liaising with the Director, teachers and educators to maintain and update annually the Parent Information Handbook
- Liaising with the Director, teachers and educators to maintain and update annually welcome and orientation letters
- Maintaining and updating annually Tarralla Kindergarten's enrolment policy
- Advising the Secretary of changes in enrolments to maintain an up to date Register of Members

4 Year Old Enrolments Officer-



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming 4 Year Old Enrolments Officer

4 Year Old Enrolments Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the 4 Year Old Enrolments portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the 4 Year Old Enrolments portfolio (i.e. fees, timetable for following year)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- Escalating any issues / problematic situations that arise in the 4 Year Old Enrolments portfolio to the Operational Representative and / or President

4 Year Old Enrolments portfolio

- Being the first point of contact for all prospective 4 Year Old program enrolment enquiries
- Acting as the central point of contact for all 4 Year Old enrolment related matters at Tarralla Kindergarten
- Liaising with teachers, educators and Maroondah Integrated Kindergartens Association (MIKA) regarding new enrolments and vacancies for the 4 Year Old program
- Notifying the Committee of Management, Director, 4 Year Old teachers, and 4 Year Old Fees Officer of any changes to enrolments in the 4 Year Old program and providing an updated enrolment list
- Monitoring acceptances and admin fee payments (where applicable) for the 4 Year Old program
- Using the EnrolNow system to email out Welcome to Tarralla emails, and link to complete Enrolment form
- Liaising with the Director, and 4 Year Old teachers, to prepare group allocations for the following year based on parent selection preferences, and manage group wait lists
- Once groups have been selected enter all information into the EnrolNow system
- Preparing and distributing (at the AGM) class information packs for the 4 Year Old program
- Maintaining records of enrolment forms / documents submitted by families of children enrolling in the 4 Year Old program and following up with families that have not submitted the enrolment form using EnrolNow to their child commencing at Tarralla Kindergarten
- Requesting a copy of the Immunisation History Statement of all children enrolled in the 4 Year Old program every six months as required under No Jab No Play legislation
- Entering required information for children enrolled in the 4 Year Old program into the Kindergarten Information Management (KIM) System within timeframes specified by DET

Enrolments portfolio (shared with 3 Year Old Enrolments Officer)

- Attending MIKA meetings as required, and disseminating information from meetings to the Committee of Management, Director and teachers
- Providing required information (fees, timetable etc) to MIKA as requested
- Liaising with MIKA in relation to enrolment numbers during the MIKA enrolment period (March – June) and disseminating that information to the Committee of Management, Director and teachers

- Initiating discussions with the Committee of Management in relation to Tarralla Kindergarten's fees and program timetable for the following year
- Co-ordinating Tarralla Kindergarten's open day and tours
- Assisting with AGM to co-ordinate delivery of class information
- Liaising with the Communications Officer, Admin, Ops rep and IT Officer to ensure Tarralla Kindergarten's website has up to date enrolment, open day and tour information, and enrolment documents and forms
- Liaising with the Director, teachers and educators to maintain and update annually Tarralla Kindergarten's, information for current and new families
- Maintaining and updating annually Tarralla Kindergarten's enrolment policy
- Advising the Secretary of changes in enrolments to maintain an up to date Register of Members

3 Year Old Social Engagement officer



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming 3 Year Old Social engagement Officer

3 Year Old Social engagement Officer responsibilities

Checking in with the Committee of Management

- With the 4 Year Old Social engagement Officer keep the Committee of Management updated on the Social engagement portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the Social Engagement portfolio (i.e. planned events and activities, approval of purchases for fundraising)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- With the 4 Year Old Social Engagement Officer escalate any issues / problematic situations that arise in the Social engagement portfolio to the Operational Representative and / or President

3 Year Old Social engagement portfolio

- Acting as the central point of contact for Social Engagement for 3 Year old groups

Social engagement portfolio

- Establishing the Social Engagement Sub-committee with the 4 Year Old Social Engagement officer.
- Scheduling, attending and co-chairing Social Engagement Sub-committee meetings as required
- Ensuring that when the Social Engagement Sub-committee meets, notes of the meeting are taken, and an update provided to the Committee of Management
- Planning, preparing and conducting all Social engagement, including an annual event approved by the Committee of Management i.e. Trivia night
- Planning, preparing and conducting wider community based fundraising
- Liaising with the Communications Officer to promote Social engagement events and activities
- Liaising with the Activities Officer to ensure there are no clashes of activities and events
- Liaising with the Purchasing Officer for the purchasing of items using the funds raised from Social engagement events.
- Liaising with the local schools to ensure that Tarralla Kindergarten Social Engagement events and activities do not conflict with school event programs
- Liaising with the Treasurer in relation to financial matters, including payment of invoices, reimbursement for purchases, and banking of raised funds

4 Year Old Social Engagement officer



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming 4 Year Old Social engagement Officer

4 Year Old Social engagement Officer responsibilities

Checking in with the Committee of Management

- With the 3 year old Social Engagement officer keep the Committee of Management updated on the Social engagement portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the Social Engagement portfolio (i.e. planned events and activities, approval of purchases for Social engagement raised funds)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- With the 3 Year Old Social Engagement Officer escalate any issues / problematic situations that arise in the Social Engagement portfolio to the Operational Representative and / or President

4 Year Old Social engagement portfolio

- Acting as the central point of contact for Social Engagement for 4 Year Old groups

Social engagement portfolio

- Establishing the Social Engagement Sub-committee with the 3 Year Old Social engagement officer.
- Scheduling, attending and co-chairing Social Engagement Sub-committee meetings as required
- Ensuring that when the Social Engagement Sub-committee meets, notes of the meeting are taken, and an update provided to the Committee of Management
- Planning, preparing and conducting all Social Engagement activities, including an annual event approved by the Committee of Management i.e. Trivia night
- Planning, preparing and conducting wider community based Social engagement events
- Liaising with the Communications Officer to promote Social engagement events and activities
- Liaising with the Activities Officer to ensure there are no clashes of activities and events
- Liaising with the Purchasing Officer for the purchasing of items using funds raised at Social engagement events
- Liaising with the local schools to ensure that Tarralla Kindergarten Social Engagement events and activities do not conflict with school event programs
- Liaising with the Treasurer in relation to financial matters, including payment of invoices, reimbursement for purchases, and banking of raised funds

IT Officer



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check and Criminal History Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming IT Officer

Skills Needed

The IT Admin needs to be proficient in the following:

- Microsoft 365
 - Creating and maintaining User Accounts
 - Creating and maintaining Distribution Lists
- SharePoint Online
 - Creating and maintaining sites
- iOS support
- Printer Support
- Hardware Support
- Administration tasks
 - Microsoft renewals
 - Domain renewals

IT Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the IT portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the IT portfolio (i.e. purchase of devices)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- Escalating any issues / problematic situations that arise in the IT portfolio to the Operational Representative and / or President

IT portfolio

- Acting as the central point of contact for IT related matters at Tarralla Kindergarten
- Supporting teachers, educators and committee members with basic IT queries in a timely manner
- Ensuring the group online preference selection is available on Tarralla Kindergarten's website as per enrolment documents
- Maintaining Tarralla Kindergarten's Microsoft 365 subscription, and acting as the Kindergarten's Microsoft 365 Administrator (used for e-mail and document storage)
- Ensuring Tarralla Kindergarten's information technology systems and devices are maintained in good, safe working order
- Being proficient with Windows Powershell and Windows sysadmin to ensure smooth running of the IT systems

- Being familiar with managing iOS devices and iCloud accounts to ensure smooth working of the kindergarten devices
- Obtaining quotes for, and purchasing with Committee of Management approval, IT devices for the Kindergarten

Maintenance Officer



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement events etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Maintenance Officer

Maintenance Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the Maintenance portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the Maintenance portfolio (i.e. funding for improvement works)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- Escalating any issues / problematic situations that arise in the Maintenance portfolio to the Operational Representative and / or President

Maintenance portfolio

- Acting as the central point of contact for maintenance, repair and improvement related matters at Tarralla Kindergarten
- 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



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check and Criminal History Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Purchasing Officer

Purchasing Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the Purchasing portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the Purchasing portfolio (i.e. approval of purchases outside of Petty Cash Policy)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- Escalating any issues / problematic situations that arise in the Purchasing portfolio to the Operational Representative and / or President

Purchasing portfolio

- 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
- Liaising with the Treasurer in relation to financial matters, including payment of invoice and reimbursement for purchases

Sustainability Officer



Operational Sub-committee position

- No voting rights (can inform decisions but does not make them)
- 12 month term, commencing 1 February
- Requires a Working with Children Check

General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten Constitution, code of conduct, policies and procedures
- Attending Committee of Management meetings (by invitation) and the Annual General Meeting (AGM)
- Attending Tarralla Kindergarten events including annual open day, Social engagement etc
- Maintaining up to date documents on Tarralla Kindergarten's OneDrive
- Providing a comprehensive handover to the incoming Sustainability Officer

Sustainability Officer responsibilities

Checking in with the Committee of Management

- Keeping the Committee of Management updated on the Sustainability portfolio, via attendance at Committee of Management meetings, written report, or through the Operational Representative
- Seeking advice and / or resolution from the Committee of Management for significant decisions in the Sustainability portfolio (i.e. implementation of sustainability initiatives at the kindergarten)

Operational matters

- Attending Operational Sub-committee meetings as required (minimum one meeting per year)
- Escalating any issues / problematic situations that arise in the Sustainability portfolio to the Operational Representative and / or President

Sustainability portfolio

- Acting as the central point of contact for sustainability related matters at Tarralla Kindergarten
- 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
 - Identifying grant opportunities
 - Writing grant applications
 - Co-ordinating expenditure of grant funding
 - Co-ordinating acquittal of grant funding as required by the funding provider
- Assisting and advising teachers and educators on environmental education and sustainable practices

Social Engagement officer sub committee

Social engagement Sub-committee position

- As required during the calendar year
- Requires a Working with Children Check



General responsibilities

- Acting honestly, with integrity, in good faith, in the best interests of Tarralla Kindergarten, and in accordance with the Tarralla Kindergarten code of conduct, policies and procedures

Social engagement Sub-committee member responsibilities

- Attending Social Engagement Sub-Committee meetings
- Assisting in the planning and co-ordination of Tarralla Kindergarten fundraising and social events
- Attending and / or running Tarralla Kindergarten social events