



# Nomination Form

Tarralla Kindergarten Association Incorporated  
 2024 Committee of Management and  
 Operational Sub-committee

To the Secretary,

I, ..... (print name) would like to nominate myself for the below position/s on the Tarralla Kindergarten Committee of Management and/or Operational Sub-committee for the 12-month term from 1<sup>st</sup> Feb 2024 to 31<sup>st</sup> January 2025.

I am aware that, in order to fulfil the responsibilities for this role, I may be required to provide a current Working with Children Check and / or current criminal history check.

*Please number the position/s you would like to nominate for in order of preference. If nominating for a Committee of Management position, please also complete the section on the back of this page.*

Committee of Management (Voting roles)	Operational Sub-committee (Non-voting roles)	
<input type="checkbox"/> President	<input type="checkbox"/> Activities Officer	<input type="checkbox"/> Social Engagement Officer 3YO
<input type="checkbox"/> Vice President	<input type="checkbox"/> Communications Officer	<input type="checkbox"/> Social Engagement Officer 4YO
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Grant Officer	<input type="checkbox"/> IT Officer
<input type="checkbox"/> Secretary	<input type="checkbox"/> Enrolments Officer 4YO	<input type="checkbox"/> Maintenance Officer
<input type="checkbox"/> Operational Representative*	<input type="checkbox"/> Enrolments Officer 3YO	<input type="checkbox"/> Purchasing Officer
		<input type="checkbox"/> Sustainability Officer
		<input type="checkbox"/> Social Engagement Sub-committee

\* Please note, to nominate for the **Operational Representative** position you must also nominate for a position on the Operational Sub-committee.

Signed .....

Contact Number: ..... Email address: .....

Date: ..... 2023

Please complete and return this form to Tarralla Kindergarten, 38 Gracedale Avenue Ringwood East (Attn: Secretary) or email to the Secretary [secretary@tarrallakindergarten.org.au](mailto:secretary@tarrallakindergarten.org.au) by Monday 2<sup>nd</sup> October 2023.

## **Becoming a member of the Committee of Management**

The Tarralla Kindergarten Association Incorporated **Committee of Management** is the body that manages Tarralla Kindergarten and employs the staff. The Committee of Management 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 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 Committee of Management is also the Approved Provider of Tarralla Kindergarten and is responsible for managing the delivery of the kindergarten service 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 a funded organisation, employer of staff and fundraiser.

Please list any relevant skills that you could bring to the Committee of Management (including things such as prior relevant work experience and, most importantly, a passion for the programs and people at Tarralla Kindergarten). Please note, in the event of more than one nomination, this summary will be read out at the AGM to enable members to cast an informed vote.

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