



COMMITTEE OF MANAGEMENT TO BE ELECTED AT THE ANNUAL GENERAL MEETING

Nagle Pre-School is run as an incorporated association. Bayside City Council owns Nagle Pre-School's building and operates under a leasing and Early Childhood service agreement. All kindergarten operations are managed by the Educating team, Administration Officer, Financial Officer and Committee of Management (which is elected at the Annual General Meeting).

The Committee of Management consists of the Executive Committee made up of the President, Vice President, Treasurer and Secretary, and the General Committee made up of other general positions. Sub-committees may be formed for other matters not directly concerned with the management of the Association for such things as fundraising, social or other purposes.

The minutes of the AGM should record a resolution passed by the outgoing Committee of Management indicating the change in the elected members of the incorporated association.

Executive Committee

PRESIDENT: The key person on the committee who oversees and assists in the successful operation of the kinder in liaison with Financial Officer, Administration Officer and Education team. This includes, but is not limited to, chairing the executive and general committee meetings; acting as official spokesperson for the Association; coordinating committee activities and ensuring committee members fulfil their roles; works closely with other members of the executive committee, to ensure effective communication between committee members, families (members of the Association) and Education team. Provides oversight of all legal, financial and employment aspects of the kinder (noting Financial Officer and Administration Officer will provide guidance and be involved regarding all legal, financial and employment aspects).



The President will act as an Approved Provider of the Association and represents the association as the employer of the staff.

VICE-PRESIDENT: Works closely with the President and executive, liaising with and acting as part of the executive. This includes, but is not limited to, chairing the executive and general committee meetings if President is unable; assisting President in coordinating committee activities and ensuring committee members fulfil their roles; works closely with other members of the executive committee, to ensure effective communication between committee members, families (members of the Association) and Education team. Provides input at executive level to financial reviews (monthly or as required) and budget reviews (on an annual basis). The Vice President also supports the Social and Fundraising Coordinators and Group Parent Reps regarding all social and fundraising activities. The Vice President will act as an Approved Provider of the Association.

SECRETARY: Compiles agendas, supporting documents and minutes for monthly general and executive committee meetings. Assists Administration Officer maintain records of committee membership, ensures committee compliance with relevant legal requirements and communicates as required with the relevant statutory bodies. Works with other members of the executive committee as required in the overall operation of the kinder. The Secretary will act as an Approved Provider of the Association.

TREASURER: Ensures the ongoing financial viability and solvency of Nagle Pre-School. Oversees the Finance Officer who maintains the accounts, processes teacher salaries and benefits and ensures the timely payment of bills. Analyses and presents to the Committee meaningful and accurate monthly financial reports and the annual budget as prepared by Financial Officer. Reviews supplier agreements, and provides financial assistance to the executive as required for special and ad-hoc projects. Performs Finance Officer tasks if the Finance Officer or Administration Officer is unavailable. The Treasurer will act as an Approved Provider of the Association.



General Committee

The makeup of the General Committee can change year-on-year, dependent on the availability of parent volunteers to fill the roles and the skills available.

GROUP PARENT REPS: One rep per group (one for 3 year old Wattle Group, one each for 4 year old Echidna, Koala and Possum Groups). Organises informal gatherings, coffee mornings etc each term. Acts as an informal communication focal point and moderator (in relation to social communication platforms such as WhatsApp) to ensure best interests are met for our kinder community as a whole. Directs families as to best contact point for informal queries or concerns. The reps, in collaboration with the Social Fundraising Coordinators, organise social events throughout the year (for both individual groups and whole kinder community) and assist in generating and implementing various fundraising initiatives on an ongoing basis.

COMMUNITY CARE OFFICER: Co-ordinates outreach program for kinder community for families in need.

SOCIAL FUNDRAISING COORDINATORS (x 2 plus): Works with Group Parent Reps and Administration Officer to coordinate and oversee whole kinder social events (such as Welcome BBQ, children's disco and family Christmas party) and fundraising activities (such as picture plates, tea towels and Bunnings BBQ).

MAINTENANCE OFFICER: Oversees and manages the maintenance program including at least 4 working bees throughout the year (one per term) in collaboration with the Administration Officer.

OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT OFFICER: Oversees and manages the overall health, safety and environmental aspects of the pre-school with support from the Administration Officer and Maintenance Officer. Liaises with teaching staff and executive in relation to OH&S policies, procedures, training and ensures the kindergarten is up to date on OH&S practices against the National Quality Standards and legal requirements.



GRANTS OFFICER: In liaison with Administration Officer, Vice-President and teaching staff, applies for various government, corporate and community grants for specific requirements within the Kinder.

GENERAL COMMITTEE (x 6 maximum)

General committee roles support the Committee of Management and staff as deemed necessary guided by skill sets and interests i.e. general committee members may assist Fundraising Social Co-Ordinator's with specific social events or Administration Officer with overseeing policy compliance.

Paid roles that support the Committee of Management

(These roles are currently occupied as per individual contracts)

ADMINISTRATION OFFICER

The Administration Officer is a 15 hour a week paid role and supports the executive, general committee and staff across all operations. These include (but are not limited to) managing general administrative and secretarial duties, liaison with external organisations such as the Department of Education and Training (DET), Australian Children's Education and Care Quality Authority (ACECQA), Early Learning Association Australia (ELAA) and local government as directed, meeting all compliance and regulatory requirements and processes including OH&S, acting as the first point of contact for prospective families and managing enrolments, managing IT and digital communications, supporting the Treasurer and Finance Officer with any financial and budgetary requirements and supporting the Executive with staffing obligations.

FINANCE OFFICER

The Finance Officer is a paid off-site contractual role. The Finance Officer manages all aspects of Nagle's financial accounts and works closely with the Treasurer, Executive and Administration Officer.