Estrella Preschool

Committee of Management Position Descriptions

The operation of Estrella Preschool is managed by a voluntary Committee of Management consisting of parents whose children are enrolled at the centre. The committee is responsible for the efficient operation of the Preschool.

Participating as a member of the Committee is an opportunity to develop friendships, contribute to the Preschool and the Ashburton community. All families are very busy, however the Committee is structured in order to spread the workload and is mindful that everyone has other commitments.

The position descriptions below assist you in gaining a clear understanding of the responsibilities, time involvement and commitments prior to nominating for the Committee.

In conjunction with the Director, the Estrella Preschool Committee of Management is responsible for all aspects of the operation of the Preschool. These responsibilities include:

- As a service manager: how the Preschool will operate including session times, size of groups, enrolments, resources, equipment and policies.
- As an employer: employment, payment and retention of Preschool staff as well as professional development and management of relief staff.
- As licensee: responsibility for operational matters including fulfilment of licencing and legislative requirements, reporting to the Victorian Department of Education and Early Childhood Development, Boroondara Council, the ATO and other regulatory bodies.

Committee members continuing on from the previous year will provide leadership and support to new members. A thorough handover from outgoing committee members will be provided.

President (Executive Role)

This role will suit someone with a general interest in the Preschool, who is good at delegating and helping people understand priorities, and who is comfortable making decisions. The President liaises with and supports the Director on a regular basis.

Key tasks and skills include:
- Chairing monthly committee meetings
- Having a working knowledge of the current legislation that governs the operation of preschools including the Education and Care Services National Law Act 2010, Education and Care Services National Regulations 2011 and DEECD Victorian Kindergarten Funding Criteria.
- Coordinating the work of the Committee by ensuring:
  - effective control of committee meetings
  - subcommittees are set up and function with clear understanding of extent of their authority
  - the committee has clear goals
  - correct meeting procedures are followed
  - clear delineation of roles between committee and staff
  - policy is implemented and regularly reviewed
- Ensuring effective and open communication with parents and staff on important decisions.
- Presenting the annual report at the Annual General Meeting.
- Understanding the objectives of the Committee and all subcommittees and the extent of the Committee’s authority.
- Adding business items to the agenda and organising items under the relevant agenda category (in conjunction with the Secretary).
- Acting as signatory on bank accounts.
- Employing and liaising with external contractors.
- Working with the Administration Officer to maintain records.
- Assisting with the development of the annual budget.
- Helping to address parent or staff concerns.
- Preparing reports for the Preschool’s newsletter (distributed each term).

Guidance for this role is well documented by Early Learning Association Australia. This role typically requires 3 to 4 hours a week. The outgoing President will available for ongoing support and consultation where requested.

This is an Executive Role and will require:
- Nomination as an Approved Provider with the Department of Education and Early Childhood Development
- A Police Check
- A Working with Children Check

There are no costs associated with these requirements.

**Vice President (Executive Role)**

The role of the Vice President requires a person with good interpersonal skills. The Vice President’s role and responsibilities include:

- Attend monthly Committee meetings and provide a brief report on activities.
- Attend Executive Committee Meetings together with the President, Secretary and Treasurer.
- Assist the President whenever required.
- Act as the Preschool OH&S Officer (occupational health and safety). Together with the Director and Maintenance officer complete an annual inspection of the Preschool and grounds in Term 1. Additional monitoring to be conducted in Terms 2, 3 and 4 to ensure outstanding items noted in the inspection report are resolved.
- Oversee recruitment, replacement and day to day management of all teaching staff.
- Organise relief teachers and assistance when required.
- Act as grievance officer in any disputes.
- Review staff contracts as indicated.
- Coordinate staff interviews at three months for new staff.
- Coordinate annual staff performance reviews.
- Administration of any OH&S Policies and plans including maintenance of Emergency Plans as required.
- Maintain files with staff employment contracts and other employment-related information.
- Using a template letter, write to former staff on an annual basis requesting information on whether they are still working in a Victorian kindergarten.
- Using a template letter, write to employers of new staff who previously worked at a Victorian kindergarten requesting information on the new employee’s accrued leave entitlements.

This is an Executive Role and will require:
- Nomination as an Approved Provider with the Department of Education and Early Childhood Development
- A Police Check
- A Working with Children Check

There are no costs associated with these requirements.
Treasurer (Executive Role)

The role of the Treasurer is to be responsible for the financial operations of the Preschool. An accounting/bookkeeping background is preferable for this role. Some support is offered by the Administration Assistant.

Key tasks include:
- Attend monthly Committee meetings and provide a written report on financial activities.
- Attend Executive Committee Meetings together with the President, Vice President and Secretary.
- Responsible for the overall budget and financial planning for the Preschool, as well as the coordination of the annual budget and fee setting.
- Ensure correct accounting and reporting mechanisms are in place.
- Ensure the relevant committee members/staff have correct access (Internet and signatories) to bank accounts.
- Ensure petty cash is available and used correctly.
- Make sure all money is banked and recorded as soon as possible.
- Liaise with the Administrative Assistant regarding accounts payable.
- Oversee and support the Payroll Officer.
- Oversee the Fee Collector role.
- Prepare the Preschool's financials for presentation at the AGM.

This is an Executive Role and will require:
- Nomination as an Approved Provider with the Department of Education and Early Childhood Development
- A Police Check
- A Working with Children Check

There are no costs associated with these requirements.

Secretary/Public Officer (Executive Role)

The Secretary's role is primarily administration. In so far as Estrella Preschool is an incorporate association, the Secretary is the nominated Public Officer. The Secretary is one of the central communicators of the Committee.

Tasks as Secretary include:
- Attend monthly Committee meetings and Executive meetings and take minutes.
- Maintain a current file of people authorized for security access to Estrella, and liaise with the security company nominated by Estrella to monitor premises.
- Assist the President in developing the agenda prior to Committee meetings.
- In co-ordination with the General Committee position, maintain a file of Committee meetings, agendas, minutes, correspondence, and assist in archiving this documentation.
- Update and distribute Estrella’s Directory and Committee lists.
- Liaise with the Administrative assistant regarding any additions to or changes to Estrella’s Calendar of Events as they arise during meetings.
- Manage the Preschool key register.
- Organise the AGM – public notices, reports, invitations, guest speaker etc.
- Conduct the annual Parents Survey in term 3.
- Upkeep Estrella’s Operational Handbook.
- Upkeep handover files & oversee procedures following the AGM.

Tasks as Public Officer:
- Notify Consumer Affairs Victoria of your appointment within 14 days (using a standard form).
- Notify Consumer Affairs Victoria of any alteration to Estrella’s Statement of Purposes within one month of the change taking place.
• Make an application to Consumer Affairs Victoria for approval of any name changes to Estrella Preschool Inc within one month.
• Lodge minutes of the AGM & financial statements within one month of the AGM.
• Produce/complete any book, records or documents to the registrar, authorized officer or government department if required.

This is an Executive Role and will require:
• Nomination as an Approved Provider with the Department of Education and Early Childhood Development
• A Police Check
• A Working with Children Check
There are no costs associated with these requirements.

Publicity & Communications Officer

This position requires someone with computer skills.

The role of the Publicity & Communications Officer consists of:

• Member of the Committee of Management.
• Attend monthly committee meetings and provide a brief report on publicity and communications activities and any issues.
• Organise all promotions associated with the Open Day including posters, invitations, promotional advertising etc.
• Responsible for advertising the Preschool at local venues such as health centres, libraries, family centres etc.
• Responsible for the Estrella newsletter each term.
• Liaise with the website coordinator.
• Liaise with Yearbook Coordinator and assist with printing and distribution of final Yearbooks.
• Assist with any other advertising or promotional material that may be required for fundraising events or social events throughout the year.

Grants/Capital Works Coordinator

A basic understanding of Project Management would be helpful for this role but not essential:

Tasks include:

• Member of the Committee of Management.
• Attend monthly Estrella Committee of Management Meetings.
• Liaise with the Maintenance Officer.
• Liaise with the Sustainability Subcommittee.
• A basic knowledge of the process involved in completing submissions for funding (government and/or other).
• Basic computer skills.
• General enthusiasm to see a project through to completion.
• Possible projects include capital upgrades and use of solar energies.
• Assist in reviewing and amending the preschool policies relevant to the area.
**General Committee Position**

The role of the General Committee position is primarily a support role, and they may be called upon to assist other Committee members or manage special projects if needed.

The General Committee Member’s role and responsibilities include:

- Member of the Committee of Management.
- Attend monthly committee meetings and in the event of the absence of the secretary accurately record the minutes of the meeting. Liaise with the President and Secretary for proofing of the minutes prior to circulation to the Committee.
- Manage special projects, which do not fall within the duties of other Committee members.
- Provide support and assistance at Preschool functions and AGM.
- Responsible for the collection of documents which require storage at the end of each year for archiving off site.
- Member of the Policy Committee. This involves attending monthly policy meetings, editing policies to ensure the Estrella Kindergarten policies are relevant and up to date.

**Maintenance Officer**

The role of the Maintenance Officer consists of:

- Member of the Committee of Management.
- Attend monthly committee meetings and provide a brief report on maintenance activities and any issues.
- Responsible for the coordination of maintenance activity relating to the Preschool’s assets.
- Be familiar with the Boroondara Council Lease Agreement and manage maintenance requests with the council as per our agreement.
- Liaise with gardener, cleaner, plumber, electrician, etc on any updates or issues that may arise at the Preschool.
- In conjunction with the gardener be responsible for the sprinkler system throughout the year including school holidays. Also, undertake any hand watering of pots that may be required.
- Liaise directly with the staff regarding any maintenance requests/issues.
- Advise the Working Bee Coordinator of various tasks in regard to Preschool grounds and maintenance.
- Manage any OH&S issues together with the Preschool Director and Vice President.
- Assist in reviewing and amending the preschool policies relevant to the area.

**Enrolment Officer**

The Enrolment Officer is usually the first person of contact on enrolment matters at the Preschool, mostly by phone and email. A home computer is required.

The Enrolments Officer’s role and responsibilities include:

- Member of the Committee of Management.
- Attend monthly Estrella Committee of Management Meetings.
- Attend and act as Estrella representative on the Boroondara Central Enrolment Kindergarten Scheme (BKCES) Advisory Group every three months.
- Return phone messages and emails relating to enrolment queries.
• Answer queries in relation to BKCES enrolment policy and Estrella enrolment policy and as appropriate refer people to BKCES.
• Attend the Open Day and be available for prospective families who may have enrolment queries.
• Create and maintain Class lists for the three and four year old groups and forward them to the admin assistant to distribute in communication pockets.
• Distribute Information packs for the following year’s families at the Annual General Meeting. These packs include orientation times, dates etc.
• Liaise with the Fees Collector in regards to any changes to current year enrolments.
• Provide BKCES with a list of families who are eligible for Committee Loyalty.
• Review and update Fees Policy and Enrolment & Orientations Policy annually.

**Social Committee Coordinator**

The Social Committee Coordinator role is vital to the Preschool. Events are a great way for families to meet and socialise within our Preschool community. This role has a sub-committee along with class representatives for support. Some minor monies are raised throughout the year to contribute to the existing fundraising levy.

The role of the Social Committee Coordinator consists of:

• Member of the Committee of Management.
• Attend monthly committee meetings and provide a written report detailing social/fundraising events.
• Responsible for the generation of additional income for the Preschool in accordance with the yearly budget.
• Plan and coordinate fundraising and social events for the year with the assistance of the sub-committee, namely Ashburton Festival, Easter and Christmas Functions, and one social event for the parents.
• Report to the committee on upcoming social events, fundraisers, and budgets.
• Prepare newsletter reports with updates on social events.
• Maintain a record of all social events/fundraising expenditure and report to the Treasurer on expenses/profits.
• Assist in reviewing and amending the preschool policies relevant to the area.

**Policy Coordinator**

The Policy Coordinator’s role involves overseeing / reviewing and amending Estrella's Policies – both mandatory and best practice. In conjunction with the Director (plus the President and general committee member for checking) the tasks include:

• Attend monthly committee meetings and report on changes / updates.
• Maintain the register of policies due for review on the google drive.
• Allocate / distribute those policies to the interested subcommittees (ie the enrolment policy to the enrolment officer for review).
• Notify the website coordinator to list the names of the policies being reviewed no less than 14 days prior to posting the approved updated version.
• Review and amend the remaining policies for review and submit to the Management.
committee for approval

- Ensure the updated version of the relevant policy is posted on the Estrella website for public viewing.

**Sustainability Coordinator**

- Three people are required for this team (one on committee, two on sub-committee).
- The Sustainability Coordinator will lead the group and attend committee meetings.
- Collectively liaise with the Director and kindergarten staff, and work together to implement and coordinate programs which will help to make the kindergarten more sustainable for the future. Estrella aims to foster an appreciation for sustainability in the children who attend the kindergarten and furthermore to run the kindergarten with sustainable practices where possible.
- One person to be allocated the task of regularly checking that new plants are getting enough water in case the watering system needs tinkering. Also checking that the power to the watering system in not switched off.
- Assist in reviewing and amending the preschool policies relevant to the area.