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.

Sub-Committee Positions

Fee Collector

Estrella requires one person to act as Fee Collector. A home computer is required and some understanding of mail merge functions. Some basic understanding of Excel is also required. This is a sub-committee role and therefore attendance at monthly committee meetings is not required.

Tasks include:

- Being familiar with the Preschool’s Fees Policy;
- Prepare (from a pro forma) and distribute a detailed 1st Term Fee Collection letter, which includes fee payment procedures;
- Prepare and distribute fee collection envelopes and letters at the start of each term;
- Check that all fees have been banked by Treasurer or office assistant and provide Treasurer with payment reports each term;
- Prepare/organise child care rebate receipts with assistance of kinder office assistant;
- Follow up outstanding fees;
- Report any outstanding fees to the President.
- Assist in reviewing and amending the preschool policies relevant to the area.

Sub Sustainability Committee (x2)

- Three people are required for this team (one on committee, two on sub-committee).
- One of the three roles 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.

Sub Social Committee (x2)

These two sub-committee roles do not require attendance at monthly committee meetings.

Tasks include assisting the Social Committee Coordinator.

Working Bee Coordinator

Estrella requires one person to liaise with the Maintenance Officer and Preschool Director, to coordinate and conduct Working Bees. This is a sub-committee role and therefore attendance at monthly committee meetings is not required.

Tasks include:
• Early in term 1 liaise with Maintenance Officer to obtain dates for working bees;
• Prepare (from a pro forma) and distribute a letter in term 1, inviting families to participate in any of the 2 working bees scheduled throughout the year;
• Maintain an accurate register of working bee participants and pass on to Maintenance Officer to pass on to relevant person for refunds
• Liaise with the Maintenance Officer and purchase materials required for working bees. Pre-purchase arrangements and/or complete reimbursement are provided by the Preschool.
• Provide a report to the Maintenance Officer following each working bee who reports this to the Committee

Website Coordinator

Estrella requires one person to act as a Website Coordinator to update and maintain the preschool’s website. This is a sub-committee role and therefore attendance at monthly committee meetings is not required.

Tasks include:
• Check the preschool’s website at the beginning of the year to ensure details are correct and liaise with Communications and Secretary to ensure all is correct.
• Update Calendar of events on Estrella’s website once received from Publicity & Communications officer.
• Place relevant information for the preschool’s open day on the website in co-ordination with the Secretary and Enrolment Officer.
• Check and update website on a regular basis & liaise with Secretary to ensure current and relevant information is displayed.
Class Representatives (x3)

(3 positions. Red Group. Blue Group. Yellow Group.) (No requirement to attend monthly committee meetings). The Class Representative is the communication link between the Teachers, the Committee of Management, Fundraising coordinators and parents. This involves:

- Check all class contact info is correct.
- Have contact details for the other class reps.
- Be given information from teachers regarding events happening in class so reminders can be sent out via email. Follow up attendees when required.
- Meet with other class reps to discuss running of the book stalls (2 per year).

Class Rep help to welcome any new families who join the kinder mid-year:

- Distribute updated class list when a new family joins to let existing families know
- Make yourself known to the new family and perhaps organise a catch up (park play, coffee) to welcome them

Class representatives organize one or two gatherings per term for parents/carers to meet. Ideas include:

- Lunch picnic at Watsons Park after kinder pickup
- Friday night fish and chip dinner at Watsons Park (plus some other special Friday nights like Halloween, grand final etc)
- Day outings for non-working mums (Zoo, Museum, Scienceworks, National Gallery, could take the train together)
- School holiday outing to Traffic School, or to the pool
- Friday or Saturday night out for the mums

Please help organize a gift for the teacher at year end.