



Each year Norman Park Community Kindergarten relies on a group of current parents to fulfil the vital roles of running this not-for-profit community centre on a voluntary basis. The kindergarten is an Incorporated Association run by a volunteer management committee. This committee is the Approved Provider of the kindergarten program, under the Australian Children’s Education and Care Quality Authority (ACECQA). As such, it has certain financial and legal responsibilities to meet and committee members are required to operate within confidentiality agreements.

The management committee meet monthly as part of their role as temporary caretakers of the service to provide governance structure for the kindergarten (as per the National Quality Framework that all kindergartens in Queensland in adhere to). A significant part of the committee’s role is to facilitate whole-kindergarten events and fundraising/promotional activities in the wider community.

**The service manager, administration and wider teaching team manage the day-to-day running of the kindergarten.**

## **Please volunteer for a role below**

**Your valuable assistance is essential to the ongoing success of the kindergarten. Thank you for your support.**

### **Management Committee:**

- President
- Vice President
- Secretary
- Treasurer
- Community Engagement

### **General positions**

*(to support work of the management committee)*

- Repairs and Maintenance Manager
- Social Co-ordinators (one per group)
- Fundraising Co-ordinators (one person per event / item)
- IT Support

Role / Activity	Description	Commitment (general guide)
<p><b>President</b></p> <p><b>Management Committee</b></p>	<p>Responsible for the overall leadership and strategic direction of the committee. They maintain a close relationship with the Service Manager, teaching staff and the kindergarten's Central Governing Body (The Gowrie). Role includes:</p> <ul style="list-style-type: none"> <li>• Supporting the Service Manager and staff as necessary and represents the kindergarten to the community and The Gowrie where required.</li> <li>• Prepares and presents reports for management committee meetings</li> <li>• Attends and chairs management committee meetings</li> <li>• Follows the Association's rules and constitution</li> <li>• Ensures compliance with state and federal legislation, funding requirements and Gowrie Service Agreement, with support from the Service Manager and Lady Gowrie</li> <li>• May be involved in the management of complaints/grievances in collaboration with Service Manager and staff.</li> <li>• Delegates responsibilities within committee for special projects / activities</li> <li>• Understand centre funding, the budget, employer responsibilities with support from Service Manager, treasurer and admin.</li> <li>• Online banking authority (for approval of wages, payments etc on fortnightly basis)</li> <li>• Undertake annual 1:1 review with all staff to provide and seek feedback, and to recognise individual achievements and contributions across the year.</li> </ul>	<p><b>6 hours / month</b></p> <ul style="list-style-type: none"> <li>• Attend and chair each committee meetings (once / month)</li> <li>• Admin via emails (50%)</li> <li>• Staff discussions as required (20%)</li> <li>• General management (30%)</li> </ul>
<p><b>Vice President</b></p> <p><b>Management Committee</b></p>	<p>Supports the President and Service Manager / staff as required especially with grants and special projects. Tasks include:</p> <ul style="list-style-type: none"> <li>• Attending management committee meetings and participating in decision making</li> <li>• Steps up in absence of President</li> <li>• May take on leadership of special projects (grants overview, fundraising)</li> </ul>	<p><b>4 hours / month</b></p> <ul style="list-style-type: none"> <li>• Attend committee meetings</li> <li>• Email management (60%)</li> <li>• Staff discussions as required (40%)</li> </ul>
<p><b>Secretary</b></p> <p><b>Management Committee</b></p>	<p>Maintains formal documentation of Management Committee meetings and undertakings as well as being aware of general parent correspondence (if any). Core responsibilities include:</p> <ul style="list-style-type: none"> <li>• Attending management committee meetings and participating in decision making</li> <li>• Prepares and distributes management committee meeting agendas and general meetings of parents agendas</li> </ul>	<p><b>5 hours / month</b></p> <ul style="list-style-type: none"> <li>• Attend committee meetings</li> <li>• Compile reports, minutes, agendas etc. electronically (90%)</li> <li>• Support Admin Assistant at kindy (10%)</li> </ul>

Role / Activity	Description	Commitment (general guide)
	<ul style="list-style-type: none"> <li>Records detailed minutes of management committee meetings and general meeting of parents (and distributes accordingly)</li> <li>Works collaboratively with Service Manager / administration for submission of regulatory reporting requirements</li> </ul>	
<b>Treasurer</b> <b>Management Committee</b>	<p>Oversees the financial position of the Kindergarten through the preparation of true and accurate financial reporting. Financial management experience preferred. Core responsibilities include:</p> <ul style="list-style-type: none"> <li>- Attending management committee meetings and participating in decision making</li> <li>- Reviews and prepares budget in collaboration with Service Manager / admin</li> <li>- Maintains and prepares financial reports</li> <li>- Keeps committee informed of financial position</li> <li>- Reviews actual vs budget reports on a regular basis</li> <li>- Ensures accurate banking of funds</li> <li>- Manages outstanding fees</li> <li>- Online banking authority (for approval of wages, payments etc on fortnightly basis)</li> <li>- In collaboration with Admin Assistant prepares and lodges all financial statutory and government returns (BAS, IAS, Work Cover, Superannuation, ACNC)</li> <li>- Manage annual audit with external service provider at end of kindy financial year (Sept/Oct)</li> </ul>	<p><b>4-6 hours / month</b></p> <ul style="list-style-type: none"> <li>Attend committee meetings</li> <li>75% online (budget planning, reporting)</li> <li>25% at kindy</li> <li>Needs to be available fortnightly (Friday/weekend) to approve payments via internet banking</li> </ul> <p>PROVIDE REPORT TO AGM</p>
<b>Community Engagement</b> <b>Management Committee</b>	<p>Provides a link between social co-ordinators, fundraising and management committee. Core responsibilities include:</p> <ul style="list-style-type: none"> <li>- Attending management committee meetings and participating in decision making</li> <li>- Understanding social and fundraising events and providing assistance to coordinators as required</li> <li>- Banking received funds from events</li> <li>- Report monthly to management committee on events during the period, upcoming events, budgets and other requirements</li> </ul>	<p><b>6-8 hours / month</b></p> <ul style="list-style-type: none"> <li>Attend committee meeting</li> <li>60% online (email liaison and organising/delegating tasks)</li> <li>40% assisting at events</li> </ul>

## General support roles

<b>Repairs and Maintenance Manager</b>	<p>Available to assist with general repairs and maintenance at the kindy upon request from the Service Manager / teaching staff. Liaise with Service Manager and administration to understand works required.</p>	<b>2-4 hours / term</b>
<b>Social Co-ordinators</b> <i>(one per group)</i>	<p>There is one social coordinator per kindy group. Social coordinators are responsible for arranging play dates for their group. The coordinators work together to arrange parent social gatherings and whole of kindy events (ie: Winter Solstice event / Christmas party / Wine and Cheese evening). Liaise with Community Engagement officer.</p>	<b>4-6 hours / term</b> (comprising online correspondence/organising and attendance at events).
<b>Fundraising Coordinators</b> <i>(one per event / item)</i>	<p>Liaise with the Community Engagement Officer to organise and coordinate a fundraising event or item, including organisation of volunteers, understanding needs to event and arranging equipment. For example: Bunnings barbecues (2 coordinators); stall at a local community event; Containers for Change; social activities as noted above.</p>	<b>6-8 hours / term</b> (comprising online correspondence/organising and attendance at events).
<b>IT Support</b>	<p>Offer guidance and support to Kindy for IT related matters.</p>	<b>Ad hoc as required</b>