



# BALWYN EAST KINDERGARTEN INC.

## **COMMITTEE OF MANAGEMENT ROLES & RESPONSIBILITIES**

---

Balwyn East Kindergarten Incorporated (BEK) is an independent kindergarten run by a volunteer Committee of Management (Committee).

The Committee is a legally constituted body that administers and manages the kindergarten throughout the Committee's elected term of office.

The Committee is responsible for decisions about how the centre is run, and develops policies and systems under which the kindergarten can operate. This involves implementing the requirements of the Constitution, the Funding and Service Agreement and *Education and Care Services National Regulations 2011*.

The Committee consists of four executive positions - President, Vice President, Treasurer and Secretary. There are also a number of other positions on the Committee including Enrolment Officer and Newsletter Officer. All positions are elected by, and from, the parent (or member) body at the Annual General Meeting held in November each year.

Committee meetings are held at least twice a term at the kindergarten (in the evening).

The following information aims to provide an outline of the roles and responsibilities of each Committee member.

### **PRESIDENT**

The role of the President (as outlined in Balwyn East Kindergarten's Constitution) is to:

- chair Committee and general meetings
- act as official spokesperson for the Association
- co-ordinate Committee activities
- ensure that Committee members fulfil their roles
- present the annual report of the Committee to the members at the Annual General Meeting
- perform any other task deemed by the Committee.

Other responsibilities may include to:

- act as signatory and/or approve electronic financial transactions
- negotiate and liaise with the community and organisations such as local government

- ensure compliance with the requirements of the Department of Education and Early Childhood Development, the *Education and Care Services National Regulations 2011* and the kindergarten's Constitution
- facilitate review of the Quality Improvement Plan and other kindergarten policies (as required)
- ensure effective communication with parents and staff on important decisions
- write a report each term for the kindergarten's newsletter.

This BEK Constitution requires that this position be filled.

### **VICE PRESIDENT**

The role of the Vice President is to assume the role of President in the absence of the President. The Vice President also supports the President and other Committee members in undertaking their roles and responsibilities, as required.

The Vice President is also responsible for identifying funding opportunities, including grants, preparing the relevant application documentation and following up as required.

This BEK Constitution requires that this position be filled.

### **SECRETARY**

The role of the Secretary is to:

- notify the Registrar of Incorporated Associations of:
  - (i) his or her appointment within 14 days after the appointment
  - (ii) a change of address of the Secretary, within 14 days of such change
- coordinate signing of Committee Member Declaration form by all Committee members and save on file
- maintain the register of members
- maintain all books, documents and securities of the Association
- organise Committee meetings
- prepare and distribute the agenda for meetings, and include a list of actions carried over from the previous meeting
- collate reports and distribute with the agenda
- ensure accurate minutes of the resolutions and proceedings of meetings are recorded and kept in books provided for that purpose
- distribute the meeting minutes to the Committee (including staff in attendance) within seven days of the meeting

- lodge with the Registrar of Incorporate Associations the documents required in respect of the annual general meeting (Annual Statement), within one month of the date of the meeting
- act as signatory to any cheques and/or approve any electronic financial transactions, if required.

This BEK Constitution requires that this position be filled.

## **TREASURER**

The role of the Treasurer is to ensure prudent financial management of the kindergarten.

Tasks include to:

- ensure that the finances of the kindergarten are controlled and managed in accordance with the rules of the Constitution
- oversee day to day financial responsibilities
- oversee any other person responsible for the management of the finances of the kindergarten, including the bookkeeper
- keep in his or her custody, or under his or her control, the financial records for the current financial year
- lodge with the Registrar the documents required in respect of the Annual General Meeting.

Other responsibilities include to:

- change bank account signatories, when required
- change NAB connect token holders and authorising users, when required
- authorise and make payments, generally via [www.nab.com.au](http://www.nab.com.au)
- act as signatory to cheques
- bank any monies received including fees paid by cheque or cash
- report to the Committee at every Committee meeting on the financial status of the kindergarten
- report in the newsletter (as appropriate) on the financial status of the kindergarten
- prepare annual budgets and report to Committee to enable the setting of fees for the next year
- review the annual insurance documentation and record any changes
- oversee staff pay details including sick leave and long service leave entitlements, superannuation, rates of pay, increments due etc. in conjunction with the Payroll Officer
- transfer monies into provisions accounts for staff sick leave and long service leave
- manage term deposits

- prepare and complete all relevant government financial data forms e.g. budgets etc. in conjunction with the President
- organise annual auditing with an independent/external auditor
- prepare an audited report and relevant forms for:
  - Annual General Meeting
  - Department of Education and Early Childhood Development
  - Consumer Affairs Victoria
- present the Treasurer's report to the Annual General Meeting (November).

A financial background for this position is desirable.

This BEK Constitution requires that this position be filled.

### **PAYROLL OFFICER**

The role of the Payroll Officer is to coordinate the payment of staff on a fortnightly basis online via Payline. The Payroll Officer also assists the Treasurer as required.

Tasks include to:

- enter staff hours into Payline on a fortnightly basis (on dates specified by Payline)
- ensure staff details in Payline are correct including address and level of pay
- calculate and record all payroll variations i.e. changes of hours, sick leave, long service leave, additional hours, salary increases, increments etc
- liaise with staff on any salary/allowance enquiries
- monitor fortnightly payroll reports and check for accuracy
- file all pay-related records including those from Payline, as well as details of additional hours paid, change in hours etc. and reasons why these occurred
- add new staff to the Payline system, if required
- advise Payline of staff resignations, if required
- coordinate with Payline and Early Learning Association Australia the calculation and payment of any leave entitlements owing to staff who have resigned, if required
- provide Payline reports to the bookkeeper, as required
- put staff pay slips in staff drawers in front office
- assist the Treasurer, as required.

## **FUNDRAISING CO-ORDINATOR**

The role of the Fundraising Co-ordinator is to act as a central point for fundraising.

Tasks include to:

- review fundraising ideas, including information received by the kindergarten
- provide suggestions to Committee for fundraising activities
- seek approval from Committee for fundraising events planned for the kindergarten
- seek support, involvement and assistance from parents of the kindergarten for fundraising activities
- report to Committee on fundraising activities
- write a fundraising report each term for the kindergarten newsletter
- prepare and monitor the fundraising budget
- collect and disburse all monies from fundraising activities
- forward monies from fundraising activities to the Treasurer for banking.

## **QUIZ NIGHT CO-ORDINATOR**

This role can be part of the Fundraising Co-ordinator's role or can be a separate position.

The role of the Quiz Night Co-ordinator is to organise a quiz night, or similar event.

Tasks include to:

- establish a quiz night sub-committee
- chair the quiz night sub-committee
- agree on a date for the quiz night with Committee
- book a quiz master
- book Greythorn Primary School hall for the event
- contact organisations to obtain donations for prizes
- coordinate parents to request donations from local businesses
- set up Greythorn Primary School hall on the day of the event
- assist the quiz master on the night
- coordinate cleaning of Greythorn Primary School after the event
- collect all funds received on the night and forward to the Treasurer for banking
- distribute thank you certificates to those organisations who donated
- report on the outcome of the event to Committee
- write a report on the event for the kindergarten's newsletter.

## **ENROLMENTS OFFICER**

The role of the Enrolments Officer is to co-ordinate and effect the enrolment process at Balwyn East Kindergarten. Details on the specific tasks of the Enrolments Officer are listed in the Enrolment and Orientation policy and include:

- respond to and record all enquiries regarding kindergarten enrolment
- send application forms to interested families
- acknowledge receipt of application forms
- maintain a waiting list for groups
- send offers of placement in accordance with the Enrolment and Orientation Policy (July/August)
- collect enrolment fees
- record accepted offers
- send letters of acceptance (August/September)
- provide a report on enrolments at all Committee meetings
- store completed enrolment application forms in a lockable file as soon as practicable
- comply with the Privacy and Confidentiality Policy of the service
- notify families that the Enrolment and Orientation Policy is available on the Balwyn East Kindergarten website
- liaise with teachers, the Committee and other parties on enrolment matters, as appropriate
- liaise with the President on the status of three- and four-year old enrolment numbers
- liaise with teachers on the formation of Red, Blue and Green groups
- coordinate marketing activities related to the enrolment process and/or vacancies, as required
- attend enrolment officer meetings coordinated by the City of Boroondara, as required
- advise the Fees Officer of the enrolment details for new families
- advise the Fees Officer if a family leaves the kindergarten during the year.

## **SOCIAL FUNCTIONS CO-ORDINATOR**

The role of the Social Functions Co-ordinator is to coordinate social activities for kindergarten families with the primary aim of providing opportunities for families to meet and interact with other families at the kindergarten.

This is not a fundraising role.

Tasks include to:

- seek approval from Committee for social events planned for the kindergarten, including budget requirements
- book venues etc
- promote events to families via flyers, notices etc
- receive RSVPs
- coordinate events and purchase supplies, i.e. sausages
- organise a roster of parent helpers, if required
- liaise with Green Group, Red Group and Blue Group Committee representatives
- provide a report on social events at Committee meetings
- write a report each term for the kindergarten's newsletter.

### **WEBMASTER**

The role of the Webmaster is to ensure the effective and timely management of the website and email service including redirection of external queries to appropriate personnel.

Tasks include to:

- update and maintain the website content at the request of teachers, parents, Committee, etc.
- update and maintain the email service including the email distribution lists
- liaise with staff and Committee to ensure they are maximising the use of the website and email service as a communication tool to the kindergarten community including the dissemination of emails on behalf of other persons
- develop and implement electronic communications strategy with the Committee including the design and improvements to the website
- perform continuous Search Engine Optimisation (SEO) of the website
- assist with kindergarten related information and communications technology issues.

### **NEWSLETTER OFFICER**

The role of the Newsletter Officer is to provide information to families at the kindergarten. A newsletter is sent to families at the end of each term.

Tasks include to:

- produce and distribute one newsletter at the end of each term to be distributed to kindergarten families
- obtain reports from the President, Teachers, Treasurer, Social Functions Co-ordinator, Fundraising Co-ordinator, and any other parties for inclusion the newsletter

- format the newsletter
- proof read the newsletter and check for accuracy of information
- distribute the newsletter electronically to families, via the Webmaster if required.

### **GROUNDS AND MAINTENANCE CO-ORDINATOR**

To oversee the development and maintenance of the buildings and gardens of Balwyn East Kindergarten.

Tasks include to:

- plan and organise two working bees each year (in May and at one other time)
- order any materials for the working bee, such as tan bark
- coordinate and manage working bees on the day
- write a report for the term newsletter thanking families for their involvement in the working bees
- provide a report at Committee meetings
- carry out small maintenance tasks as requested by staff or Committee
- obtain quotes for, and oversee, grounds and maintenance projects
- organise floor maintenance, if required.

### **GENERAL COMMITTEE**

The role of a General Committee member is to attend committee meetings and assist other committee members, as required. Tasks may include assisting with the Open Day in May, fundraising events, social events or with large mail outs.