

Committee Positions Descriptions

President

Other than having some important legal obligations as the Approved Provider, the President;

- Chairs the monthly management meetings.
- Is across the WHPS constitution and policies and 'health checks' committee practice against these.
- Is a point of contact for staff and family grievances/ concerns.
- Communicates committee decisions to families Authorises expenditure.
- Presents at the AGM.
- Fosters committee collaboration to support our wonderful Director and Teaching staff to provide the best service possible.
- Makes quite a few judgement calls on everything from personal family situations to tanbark!

Vice President / OHS / Purchasing

As the President's assistant, the VP must have a good understanding of the current Regulations which govern the operations of WHPS and be able to deputise for the President when and if required. Their key responsibilities include:

- Attending meetings run by: the Early Learning Association Australia, Australian Children's Education & Care Quality Authority Department of Human Services Children's Services and the City of Boroondara as required.
- Review the Incident and Medical Log before each committee meeting to identify any safety issues for action and discussion.
- Liaise with Staff and the OHS representative to rectify any safety issues as they arise and / or at the request of the President or Director.
- Complete the annual pre-school safety inspection.
- Provide administration for the Working Bees.

Secretary

The Secretary is part of the Executive team and is a signatory to the WHPS bank account. The Secretary is involved in Committee decision making. Their key responsibilities include:

- Scheduling Committee Meetings and the AGM.
- Taking minutes and actioning relevant points from Committee meetings.
- Streamlining correspondence to and from committee members.
- Ensuring the committee files and records are up-to-date and well maintained.

Desirable skills/ Abilities:

- Computer literacy and access to a computer.
- Effective verbal, written, and interpersonal skills.

Treasurer

The Treasurer is a signatory to WHPS's bank account. Their role is to ensure the financial responsibilities of the Committee are met. This entails working closely with the Administration Manager (Admin) to :

- Ensure all bank accounts are operated correctly and that the monthly bookkeeping of all incoming and outgoing monies are correct and accurate.
- Monitor monthly incomes and expenditures to ensure WHPS's budget is maintained.
- Advise Admin of any HealthCare card details and other fee reductions for families.
- Liaise with Admin regarding the preparation and distribution of each term's fee notices via Ezidebit.
- Prepare the annual financial reports and present these at the Annual General Meeting.
- Prepare the financial budget for the year ahead.
- Ensure the financial accountability requirements to funding bodies are met.
- Provide ongoing management of working capital and investments. Approve expenditures.
- Deliver the monthly finance report to the Committee to ensure ongoing transparency.

Desirable Skills / Abilities

- Administration knowledge is desirable.
- Understanding of spreadsheet applications and general budgeting.
- Computer literate.

Human Resources Officers

Key Responsibilities:

- Foster a positive work environment by nurturing relationships between the Director, Staff and Committee.
- General point of contact for Staff liaison.
- Liase with Staff and ensure effective communication with Staff on important decisions.
- Maintain the Staff Master spreadsheet in consultation with the Administration Manager.
- Uphold the confidentiality of documents, records and conversations.
- Oversee Staff Development and Training and support the careers of the Teaching Staff.
- Support the maintenance of valid First Aid certificates.
- Ensure policies relating to Staffing, Privacy & Confidentiality, Inclusion & Equity, police checks and grievance issues are up to date. (Review against ELAA templates and revise as necessary with guidance from the Policy Officer.)
- With input from President, Vice-President & Director, recruit new staff as required (including job descriptions, advertising on various networks (Seek/ELAA/Boroondara), interviewing and creating employment contracts, police & reference checks prior to offer of employment).
- Maintain and create new staff records in coordination with the President and Administration Manager when required.
- Manage and deliver Staff performance reviews (with input from President/Vice President).
- Assess Staff salary levels with reference to relevant Awards.
- Update Staff Letters of Employment - to be reviewed and checked by the Director and Administration Manager.
- Have some familiarity with the relevant Awards the Staff are under - VECTEA and Clerks Private Sector Award.

- Provide a monthly report to Committee (best to be organised and document the report, however only needs to be delivered verbally)

Desirable Skills / Abilities

- Experience in team leadership and delegation.
- HR or Recruitment experience is a plus, but not necessary!
- Good time management and organisational skills.
- Effective verbal, written, and interpersonal skills.
- Ability to understand team dynamics.

Enrolment Officer

The Enrolment Officer is the pre-school's main point of contact with the Boroondara Kindergarten Enrolments Team (BKCES). Their key responsibilities include:

- Attending BKCES Advisory Group meetings and liaising with the BKCES team on anything to do with enrolments.
- Liaising with Teachers, Administration Manager and BKCES to respond to any Enrolment enquiries.
- Assisting staff with the Open Day.
- Providing a monthly report to the Committee.
- Monitoring the BKCES online application portal for new applicants or deferrals and initiate their onboarding.
- Setting up the profiles of any out of cycle students in EnrolNow (our database).
- Working with the Administration Manager to review, edit and draft marketing materials, update the Family Handbook and all enrolment paperwork for the following year.

Desirable Skills / Abilities:

- Computer literacy and access to a computer.
- Effective verbal, written, and interpersonal skills.
- Good administrative, organisational and numeric competency.

Environment & Maintenance

The Environment & Maintenance officer is responsible for ensuring all aspects of the kinder building, playground and equipment are in safe, working order. Their key responsibilities include:

- Liaising with Kinder Staff and Committee as to specific garden and building requirements
- Engaging contractors and coordinating access to the kinder as required Planning and coordinating family working bees
- Arranging for annual testing and tagging of portable electrical appliances Updating and maintaining the Key Register
- Ensuring tools/equipment are available and maintained.

Communications Officer

Key responsibilities:

- Ensure that the integrity of WHPS branding and identity is maintained across all communications
- Coordinate and produce advertisements to attract new enrolments, specifically for BKCES and the promotion of the Open Day.
- Assist in the maintenance of the pre-school website in conjunction with the Administration Manager
- Assist in the production of the monthly newsletter - From The Desk
- Coordinate, create and assist in distribution of the annual Family Satisfaction Survey and collate responses.
- Assist Staff, Committee and kinder community with any other ad hoc communication requirements such as;
 - Updating staff spotlights,
 - Welcome booklets
 - Working bee flyers,
 - Organise printing/installation and removal of open day signage;
 - Create surveys as required by the committee;
 - Thank you letters, event promotion, AGM presentations, Staff and Committee Highlights.

Desirable Skills / Abilities

- Effective verbal, written, and interpersonal skills.
- Good time management and organisational skills.
- Computer literacy and access to a computer.
- Knowledge of desktop publishing and Canva's Graphic Design Platform a plus.
- The ability to think creatively.

Class Reps

Key Responsibilities Include:

- Acting as their class group's coordinator and point of contact for the families of that group.
- Proactively engage families to help build a sense of belonging and community using tools such as WhatsApp.
- Organising low key social activities ie: morning tea, evening drinks or family pizza night.
- Working closely with the Social Committee to rally interest in pre-school wide events and fundraisers.
- Ensuring that all communications to teachers and families are consistent across class groups.
- Keeping in regular contact with and assisting their Classroom Teacher with any administration or classroom duties such as 'stay & play' roster, parent involvement etc.
- Organising the logistics (room setup, check in, catering etc) for the Annual General Meeting in consultation with the President, Secretary & Enrolments Officer.
- Source materials for the Staff and/or Committee when requested.

Fundraising

The Fundraising Team is responsible for scheduling, planning and implementing the pre-school's fundraising events calendar and projects for the year (eg. Welcome BBQ, Trivia Night Auction and Event, Tea Towels, Picture Plates, etc). Ideally there would be one member from each class represented on the Fundraising Committee.

Key Responsibilities

- Select the events and projects that will raise money for the kinder and schedule these to be rolled out on an appropriate timeline throughout the year. This includes contacting vendors, working with local businesses for donations, managing logistics of events (set up, clean up, licensing requirements), sourcing food and beverages as needed, distributing orders from families, etc.
- There may also be times where an event needs to be planned that is not a fundraiser but is an important social event for the entire kinder, eg. Welcome BBQ. Class reps will plan the more casual playdates, dinners, drinks, etc for their classes.
- Ensure events are communicated to all families attending the Pre-school via email from the Director, WhatsApp from Class Reps, signs at WHPS and the newsletter.
- Contribute content / photos as needed to the Administration Manager for the From The Desk newsletter.
- Be available for Fundraising meetings in-person or on Zoom as needed to complete tasks (usually monthly) and communicate in a timely manner with other members of the team.
- Attend Committee meetings in-person or on Zoom as needed and report on any team updates.
- Communicate clearly with the pre-school Director, Admin Manager, Teachers and Class Reps to ensure everyone understands the details of fundraisers that are happening.
- Depending on the project, there may be times where a team member needs to go into the kinder classes during the day to assist teachers, or complete errands after-hours.
- Provide receipts and invoices for reimbursement of any expenditures and detail the earnings from each event to the Administration Manager for banking.
- Frequently check and respond to emails via the shared Events email. Access is password protected.
- Contribute to events tracking / admin tasks by using the documents and sheets in the Events shared drive. Access is password protected.
- Use the online direct payment system SquareUp for any eftpos, credit cards or cardless payment etc to be used at the event (See the Administration Manager), TryBooking for event ticket sales and Canva for images.

Desirable Skills / Abilities

- Effective verbal, written, and interpersonal skills.
- Good time management and organisational skills.
- Ability to work in a team.
- Flexible to change plans as needed.