

Committee Positions Descriptions

President

Legally responsible as the Approved Provider for the kindergarten. This role oversees the management of the committee and staff.

Key Responsibilities:

- Chairs the bimonthly 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.
- Attends 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.
- Presents at the AGM.
- Fosters Committee collaboration to support our wonderful Director and Teaching staff to provide the best service possible.
- Responsible for judgement calls across the centre -from personal family situations to tanbark.

Vice President / OHS / Purchasing

The President and Vice President work in a partnership. 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.

Key Responsibilities:

- 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.
- Reviewing the Incident and Medical Log before each committee meeting to identify any safety issues for action and discussion.
- Liaising with Staff and the OHS representative to rectify any safety issues as they arise and / or at the request of the President or Director.
- Completing the annual pre-school safety inspection.
- Providing administration for the Working Bees.
- Completing an annual Chemical and Material Data Safety Sheets Audit.

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.

Key Responsibilities:

- 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.
- Ensuring alignment to the WHPS Constitution.

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.

Key Responsibilities:

- Ensure all bank accounts are operated correctly and that the monthly bookkeeping of all incoming and outgoing monies is correct and accurate.
- Monitor monthly incomes and expenditures to ensure WHPS's budget is maintained.
- 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.
- Work closely with the Administration Manager (Admin)

Desirable Skills / Abilities:

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

Human Resources Officers

The HR Officers are the key conduit between the committee and staff.

Key Responsibilities:

- Foster a positive work environment by nurturing relationships between the Director, Staff, and Committee.
- General point of contact for Staff liaison.
- Liaise 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 the 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 the Committee.

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 kindergarten's main point of contact with the Boroondara Kindergarten Enrolments Team (BKCES).

Key Responsibilities:

- Attending quarterly BKCES Advisory Group meetings and liaising with the BKCES team on anything to do with enrolments and deferrals.
- 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.
- Advising Admin of any HealthCare card details and other fee reductions for families.
- Setting up the profiles of any out of cycle students in EzyKinder (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.

Communications Officer

The Communication Officer is responsible for aiding the staff and committee with all written communications. This includes the newsletter, the website, internal and external advertising material.

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
- Coordinate & create 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

Class Reps are the key link between the Committee and the families, but also instrumental in building the connection and community of the class cohort. There is one Rep per class.

Key Responsibilities:

- 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.
- Sourcing materials for the Staff and/or Committee when requested.
- Sharing committee messages / updates.

Policy

The policy officer is responsible for overseeing the review and development of service policies. This involves liaising with staff members and committee members to ensure that policies are up to date and relevant to our service.

Key Responsibilities:

- Collaborate with staff and committee members to develop, review and update policies related to child safety, health, curriculum and general kindergarten operations.
- Ensure that one staff member and one committee member reviews and provides feedback about each policy that needs to be updated.
- Liaise with the Administration Manager to ensure that the reviewed policies have been updated and are stored in a central location..
- Attend committee meetings in-person or on Zoom as needed and report on any updates and ratify any reviewed policies.
- Keep up to date with EELA policy work updates.

Desirable Skills / Abilities:

- Computer literacy and access to a computer.
- Good time management and organisational skills.
- Effective verbal, written, and interpersonal skills.

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 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.

Environment & Maintenance

The Environment & Maintenance officer is responsible for ensuring all aspects of the kindergarten building, playground and equipment are in safe, working order.

Key responsibilities:

- 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.

Grants

Assist capital changes, new programs & replacing equipment through applying for grants.

Key Responsibilities:

- Seek out any potential grants that come up throughout the year that could benefit the kindergarten.
- Applying for grants by checking off the eligibility criteria, collating all the required information and drafting the word sections of the application.
- Regularly check what's out there and manage time to ensure the application is submitted by the close date.
- Liaise with the Administration Manager and Committee.
- Attend committee meetings in-person or on Zoom as needed.

Desirable Skills / Abilities:

- Strong verbal, written, and interpersonal skills.
- Computer literacy and access to a computer.
- Good time management and organisational skills.

Library

Assist the management of the family and kinder library.

Key Responsibilities:

- Re-shelve books that have been used by the classes.
- Categorise any new books.
- Maintain all family & class books.
- Clean-up / audit existing books.
- Assist / track booked borrowed by families.
- Promote use of the family library.

Desirable Skills / Abilities:

- Good administrative and organisational competency.

Laundry

Assists the centre with washing

Key responsibilities:

- Collect, wash, dry & return centre washing (tea towels, minimal towels)
- Approx 1 load per week.
- Does not include rest-time mats etc.

Reconciliation Action Plan (RAP) Committee Members

This is a separate committee designed to implement and maintain our Reconciliation Action Plan and commitment to reconciliation. This committee is made up of both staff and parents.

Key responsibilities:

- Support WHPS Reconciliation Action Plan (a working document that highlights our actions and goals)
- Identify and implements new ways in which we can support reconciliation
- Organised RAP program and family events
- Assist forming and maintaining relationships within the community

Reconciliation Action Plan (RAP) Officer

The RAP Officer is the link between the management Committee and the Reconciliation Action Plan Committee.

Key Responsibilities:

- Must be a member of the RAP Committee.
- Update the committee on all RAP plans.
- Seek Committee approval for RAP initiated events, program changes, communication, budget requirements etc.
- Work with Grants Officer where there are potential Grants that may assist our RAP.