

West Hawthorn Pre-school Committee Positions

2025 Committee Positions

Committee Position	Voting	WHPS Email
President	1 vote	president@westhawthornpreschool.org
Vice President / OHS / CSS	1 vote	vicepresident@westhawthornpreschool.org
Secretary	1 vote	secretary@westhawthornpreschool.org
Treasurer	1 vote	treasurer@westhawthornpreschool.org
Enrolments Officer/s	1 vote	enrolments@westhawthornpreschool.org
Human Resources Officer/s	2 votes	hr@westhawthornpreschool.org
Communications Officer/s	1 vote	comms@westhawthornpreschool.org
Policy Officer/s	1 vote	policy@westhawthornpreschool.org
Events Committee	1 vote	events@westhawthornpreschool.org
Class Rep- Grey Kangaroos	Non voting	greyroosclassrep@westhawthornpreschool.org
Class Rep - Red Kangaroos	Non voting	redroosclassrep@westhawthornpreschool.org
Class Rep - Green Joeys	Non voting	greenjoeysclassrep@westhawthornpreschool.org
Class Rep - Yellow Joeys	Non voting	yellowjoeysclassrep@westhawthornpreschool.org
Grants Officer	Non voting	grants@westhawthornpreschool.org
Environment & Maintenance Officer/s	Non voting	environment@westhawthornpreschool.org
Library Officer	Non voting	library@westhawthornpreschool.org
IT Officer	Non voting	TBC
Sustainability & Environment Officer	Non voting	TBC

Positions Descriptions

President

Legally responsible as the Approved Provider for the kindergarten. This role oversees the management of the committee, staff and alignment to our obligations.

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.

Additional Information:

- All committee members are required to review a number of policies per year.
- Forms Executive Committee
- Voting role - 1 per position.

Vice President / OHS / CSS

The President and Vice President work in a partnership. The Vice President must have a good understanding of the current Regulations which govern the operations of WHPS, especially around Occupational Health & Safety and the Child Safe Standards.

Key Responsibilities:

- Taking the lead for the Committee in understanding relevant Child Safe Standards and ensuring compliance across the Centre ¹ including with representatives of the Department of Education, QARD and the CCYP where required to ensure mandatory reporting obligations are being met
- Working with the Director to conduct annual Child Safe Standards training for staff and all exec Committee members
- Advising the Committee on compliance with relevant reporting obligations should any potential breaches occur at the Centre
- 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.
- Authorises expenditure.

Desirable skills/ Abilities:

- Strong communication and writing skills
- Problem solving

Additional Information:

- All committee members are required to review a number of policies per year.
- Forms Executive Committee
- Voting role - 1 per position.

¹ All Victorian organisations providing services or facilities to children are required to comply with the [Victorian Child Safe Standards](#). This is to ensure that the safety and wellbeing of children is promoted, child abuse is prevented, and allegations of child abuse are responded to properly and promptly.' These are managed by Commission for Children and Young People (CCYP). Quality Assessment and Regulation Division (QARD) of the Department of Education is the integrated sector regulator of the [Child Safe Standards](#) (CSS) for all early childhood services in Victoria

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.
- Ensuring Committee documentation is maintained with Governing bodies, the Department, Consumer Affairs etc.
- Authorises expenditure.

Desirable skills/ Abilities:

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

Additional Information:

- All committee members are required to review a number of policies per year.
- Forms Executive Committee
- Voting role - 1 per position.

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)
- Authorises expenditure.

Desirable Skills / Abilities:

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

Additional Information:

- All committee members are required to review a number of policies per year.
- Forms Executive Committee
- Voting role - 1 per position.

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.

Additional Information:

- All committee members are required to review a number of policies per year.
- Forms Executive Committee
- Voting role - 2 votes - 1 per position

Enrolment Officer

The Enrolment Officer is the kindergarten's main point of contact with the Boroondara Kindergarten Central Registrations Scheme team (BKCRS).

Key Responsibilities:

- Monitoring the BKCRS online application portal for new applicants or deferrals and initiate their onboarding.
- Liaising with Teachers, Administration Manager and BKCRS to respond to any Enrolment enquiries
- 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.
- Assisting staff with prepping for and hosting Open Day (typically in mid-late May.)
- Providing a monthly report to the Committee on student numbers and key activities for the coming month(s).
- Attending quarterly BKCRS Advisory Group meetings and liaising with the BKCRS team regarding enrolments and deferrals as well as providing annual feedback on relevant Council policies.
- Attending 2 committee meetings per term
- Voting role - 1 per position

Desirable Skills / Abilities:

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

Additional Information:

- All committee members are required to review a number of policies per year.
- Voting role - 1 per position.

Communications Officer/s

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.
- Knowledge of Google Workspace & Product a plus
- The ability to think creatively.

Additional Information:

- All committee members are required to review a number of policies per year.
- Voting role - 1 per team.

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 or 2 members from each class represented on the Fundraising Committee.

Key Responsibilities:

- Select the events and projects that will raise the most funds for the kindergarten and schedule these to be rolled out on an appropriate timeline throughout the year. This includes contacting vendors, working with local businesses for donations, recruiting parent volunteers, managing logistics of events (set up, clean up, licensing requirements), sourcing food and beverages as needed, distributing orders from families, etc.
- Drive social events in partnership with Class Representatives. E.g. 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.
- Communicate clearly with the Director, Admin Manager, Teachers and Class Reps to ensure everyone understands the details of fundraisers that are happening.
- 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.
- Organising the logistics (room setup, check in, catering etc) for the Annual General Meeting
- 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 environment and recruit parent support throughout the year.
- Flexible to change plans as needed.

Additional Information:

- All committee members are required to review a number of policies per year.
- Voting role - 1 per team - nominate this person

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.
- Attend committee meetings in-person or on Zoom as needed and report on any updates and ratify any reviewed policies.
- Liaise with the Administration Manager to publish ratified policies in the kinder newsletter so families can provide feedback on updated policies for two weeks following publication.
- Liaise with the Administration Manager to ensure that the reviewed policies have been updated and are stored in a central location.
- Keep up to date with ELAA 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.

Additional Information:

- All committee members are required to review a number of policies per year.
- Voting role - 1 per position.

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.
- Facilitating consistent communications to parents from the Committee and Social/Fundraising where appropriate.
- Keeping in regular contact with and assisting their Classroom Teacher with any administration or classroom duties such as 'stay & play' roster, parent involvement etc.
- Sourcing materials for the Staff and/or Committee when requested.
- Sharing committee messages / updates.
- Coordinating staff recognition days - such as World Teachers Day or World Educators Day

Additional Information:

- All committee members are required to review a number of policies per year.
- Non voting members

Environment & Maintenance Officers

The Environment & Maintenance officers are 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 - Update the central maintenance sheet.
- Ensure there is min of one working bee per term. These can be set at the start of the year.
- Track all known working bees, maintenance and facilities issues/ideas.
- 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.
- Liaise with Boroondara Council regarding facility issues / upgrades.
- Updating and maintaining the Key Register with Boroondara Council.
- Ensuring tools/equipment are available and maintained.

Additional Information:

- All committee members are required to review a number of policies per year.
- Non voting member.

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.

Additional Information:

- All committee members are required to review a number of policies per year.
- Non voting member

Library

Assist with the management of the kinder library.

Key Responsibilities:

- Re-shelve books that have been used by the classes.
- Categorise any new books.
- Maintain class books.
- Clean-up / audit existing books.

Desirable Skills / Abilities:

- Good administrative and organisational competency.

Additional Information:

- All committee members are required to review a number of policies per year.
- Non voting member

IT Officer

Key responsibilities:

- Managing our PC security
- Set up and ad hoc IT support for any new devices (cameras, iPads etc) acquired for use at kinder.
- One-on-one IT support/guidance where required by staff
- Support issues with laptops, NBN, liaise with Kinder IT etc
- Support for the Google suite
- Maintaining Google suite structure and groups (setting up new staff users, password management, setting up family groups)
- Setting up new staff / tools
- Laptop back-ups
- Liaising with grants officer for content required on any relevant grants applications.

Additional Information:

- All committee members are required to review a number of policies per year.
- Non voting member

Sustainability Officer

Key responsibilities:

- Work with Sustainability Staff Representative to identify and implement Sustainability led programs
- Assist with sourcing materials requested by teaching teams via sustainable channels (Marketplace etc)
- Liaise with purchasing officer to provide visibility for the CoM on kinder inventory and assist with materials budgeting

Additional Information:

- All committee members are required to review a number of policies per year.
- Non voting member