

## 2016 Management Committee Nomination - Kenmore Park

In a community kindergarten set up as an Incorporated Association, the **Executive Committee** is the 'Approved Provider' of the service. The Executive Committee also represents the Management Committee (the employer) in employment matters. These roles require 2-4hrs commitment per week. Executive meetings are generally family-friendly and take place at convenient locations.

President	<ul style="list-style-type: none"> <li>• Chairs committee meetings and coordinates the working of the committee</li> <li>• Has a working knowledge of the laws and regulations that govern Kenmore Park's activities as an Education and Care service; as an employer and as a charity</li> <li>• Presents the Annual Report at the AGM</li> <li>• Liaises with the Director and external advisors</li> </ul> <p><b>Skills - communication; governance and knowledge of the kindy guidelines</b></p>
Treasurer	<ul style="list-style-type: none"> <li>• Guides budget preparation</li> <li>• Reports financial position; expenditure and budget information to Committee meetings</li> <li>• Present annual audited accounts &amp; financial reports at AGM</li> <li>• Liaises with the Bookkeeper and Auditor</li> </ul> <p><b>Skills - understanding of organisational structure &amp; ability to interpret budget data</b></p>
Secretary	<ul style="list-style-type: none"> <li>• Prepares &amp; distributes a written agenda (in consultation with President) for meetings</li> <li>• Records &amp; distributes meeting minutes within 3 days of each meeting</li> <li>• Records committee correspondence, writes letters on behalf of committee</li> <li>• Administers the annual Parent Survey</li> </ul> <p><b>Skills - great organisation; management of deadlines and communication</b></p>
Vice-President	<ul style="list-style-type: none"> <li>• To assist President as required</li> <li>• Assist Director &amp; President in developing &amp; revising centre policies</li> <li>• Manages the Insurance Policy and claims</li> <li>• Great position to learn the ropes for the President role in the following year</li> </ul> <p><b>Skills - flexibility and the willingness to oversee projects throughout the year</b></p>

The remaining Management Committee roles require around 1-2 hrs/wk and some may be shared roles.

Workplace Health & Safety Officer (1)	<ul style="list-style-type: none"> <li>• Conducts centre checks each term in line with Gowrie policies</li> <li>• Maintains WH&amp;S Manual and brings WH&amp;S issues to the attention of the Committee &amp; ensures issues are seen through to resolution</li> </ul> <p><b>Skills - consistent; thorough; good communication (no WHS experience required)</b></p>
Fundraising Coordinators (2)	<ul style="list-style-type: none"> <li>• Organise and administer a social and fundraising calendar for the centre</li> <li>• Coordinate these activities with the help of other committee members and parent reps</li> </ul> <p><b>Skills - organisation; communication and great people motivators!</b></p>
Maintenance Coordinator/s (1-2)	<ul style="list-style-type: none"> <li>• Coordinates and attends working bees throughout the year for parent volunteers</li> <li>• Consults with Director / staff to determine maintenance priorities</li> <li>• Maintains maintenance roster / working bee attendance register</li> </ul> <p><b>Skills - project management skills and a can-do attitude</b></p>
Marketing and Newsletter Coordinator (1)	<ul style="list-style-type: none"> <li>• Collates articles and information from Committee, staff and parents to create the monthly newsletter</li> <li>• Maintains a database of contacts for kindy communications (events news, advertising), and sends external communications out when required</li> <li>• Develops and implements a marketing plan to ensure targeted use of marketing funds</li> </ul> <p><b>Skills - understanding of organisational structure &amp; ability to interpret budget data</b></p>
Grants and Development Coordinators (2)	<ul style="list-style-type: none"> <li>• Sources grant funding for pre-determined centre projects</li> <li>• Prepares grant applications and compiles required supporting information</li> <li>• Administers grant funds to ensure expenditure meets grant guidelines</li> <li>• Manages projects with assistance from other parent volunteers and staff</li> </ul> <p><b>Skills - research; project management; communication with staff and committee</b></p>

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According to our Constitution, members of the Association can be nominated for committee roles by two other members providing a signed nomination. Where there are not enough nominations for a role, nominations can be taken from the floor at the AGM on March 6th 2016.

We understand that some families are new to the kindy and don't know other members to nominate them: in this case please just sign the form yourself and leave the 'Nominated by' section blank.

Member Name:

Child's group:

Committee position/s nominating for (in order of preference):

1

2

3

Signed by Member:

Date:

Nominated by:	(Signed)
	(Member Name)
	(Date)
	(Signed)
	(Member Name)
	(Date)

Committee meetings take place approximately once a month. All Association members are welcome to attend, although only committee members can vote. All members of the Association can vote at general meetings.

*"Being on the committee is a great chance to make new friends and really make a difference in the community. It updated (and improved!!) my skill set while I wasn't working, and gave me a real insight into my child's magical world of kindy. I'm so glad I chose to join: the experience has been amazing!"*