

<u>ROLE</u>	<u>RESPONSIBILITIES & TASKS</u>	<u>CHECKS</u>
<u>President</u> <u>(Executive</u> <u>Role)</u>	<p>The President represents the CoM to the outside world. This role requires task delegation, helping people understand priorities and decision making. The outgoing President will be available for ongoing support and consultation where requested.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> ● Chair monthly CoM meetings and ensure everyone has equal opportunity to contribute during the meetings ● Ensure correct procedures are followed, including making decisions ● Manage the Quality Assurance, including the process of policy review, assessment, and amendments as required. ● Liaise with official bodies, including Yarra Ranges Council, DEECD, ELAA and Kinderbooks ● Keep the CoM running in a smooth and productive manner 	<p>This position requires a Working with Children Check and a Police Check to be completed upon acceptance of nomination.</p>
<u>Vice President</u> <u>(Executive</u> <u>Role)</u>	<p>The main focus of the Vice President is to ensure the Pre-School is offering consistently high-quality education and environments, in close partnership with the President.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> ● <u>Second in charge</u>, the Vice President will chair CoM meetings and take over responsibility in the absence of the President ● <u>Responsible for Insurance and Occupational Health & Safety matters</u> at the Pre-school ● <u>Manage the Quality Improvement Plan (QIP)</u> – liaise with staff to facilitate and implement QIP, ensure that mandatory documentation requirements are met including notices that must be displayed, relevant signage, and requirements for diagnosed medical conditions 	<p>This position requires a Working with Children Check and a Police Check to be completed upon acceptance of nomination</p>
<u>Secretary</u> <u>(Executive</u> <u>Role)</u>	<p>The main role of the Secretary is to assist with the Pre-school’s communications and documentation.</p> <p>Tasks include:</p>	<p>This position requires a Working with Children Check and a Police Check to be completed upon acceptance of nomination.</p>

	<ul style="list-style-type: none"> ● Opening, documenting, distributing, replying, and drafting all incoming and outgoing correspondence with relevant signatures ● Regularly check Pre-school letterbox and Post Office Box ● Record, file and distribute all meeting agendas, minutes, and related actions in a timely manner ● Update CoM and staff contact information as required ● Assist the Vice-President in ensuring that mandatory documentation requirements are met as per the QIP ● Advertise the AGM 	
<p><u>Treasurer</u> <u>(Executive Role)</u></p>	<p>The Treasurer is supported by a paid bookkeeper from Kinderbooks. Kinderbooks complete all the actual bookkeeping and prepare accounts and reports. The Treasurer is responsible for recording and providing accounting data to Kinderbooks. Bookkeeping knowledge is helpful for the Treasurer’s role, but not essential.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> ● Liaise with Kinderbooks to ensure they have all relevant, up to date documents and information ● Distribute all monies, and pay accounts via Internet Banking ● Depositing of all monies into relevant accounts ● Use Excel spreadsheets to prepare detailed monthly cash payments and deposits for Kinderbooks. 	<p>This position requires a Working with Children Check and a Police Check to be completed upon acceptance of nomination.</p>
<p><u>Enrolments & Fee’s Officer</u></p>	<p>The Enrolments Officer and Fee’s Officer work together to oversee and manage all aspects of enrolment and fees at the Pre-school.</p> <p>Enrolment & Fee’s Officer Tasks include:</p>	<p>This position requires a Working with Children Check and a Police Check to be completed upon acceptance of nomination.</p>

<p><u>(Executive Role)</u></p>	<ul style="list-style-type: none"> ● Manage and respond to enrolment enquiries via the Enrolment Officers mobile phone (supplied by the Pre-school), the Pre-school website, and enrolments email address. ● Prepare and execute mail outs of relevant enrolment and registration documentation ● Work in conjunction with staff to compile and maintain class lists ● Maintain Enrolments Master File ● Update, order, print and prepare AGM Enrolment Packs ● Enter, maintain and submit enrolment data to the Dept of Education using the Kinder Information Management System (KIMS). ● Produce and distribute fee invoices and related correspondence to parents (through MYOB) ● Prepare and distribute receipts for fees/deposits paid ● Prepare monthly cash receipts for Treasurer 	
<p><u>Fundraising Co-Ordinator</u></p>	<p>This role is completed in conjunction with 3 – 4 Fundraising Assistants – one from each kinder group. The main focus of the Fundraising Co-ordinator is to plan and organise the Pre-schools fundraising activities. There are typically four main fundraisers held each year:</p> <ul style="list-style-type: none"> - Parent and Staff Weekend Event (Bogan Bingo, Trivia Night, etc) - Bunnings BBQ - Cadbury Chocolate Drive - Open Day Market <p>Key tasks:</p> <ul style="list-style-type: none"> ● Arrange all fundraising ● Co-ordinate and delegate tasks to the Fundraising Assistants ● Collect information regarding possible fundraising opportunities to present to the CoM 	<p>This position requires a Working with Children Check and a Police Check to be completed upon acceptance of nomination.</p>

	<ul style="list-style-type: none"> ● <u>Collect, bank, and reconcile all monies regarding fundraising and submit report to Treasurer</u> ● <u>Organise and collect correspondence regarding Pre-school photos.</u> ● <u> </u> 	
<u>Fundraising Assistants</u>	One Fundraising Assistant from each kinder group is required to assist the Fundraising Co-ordinator to arrange fundraising activities and help complete tasks for their group.	Fundraising Assistants require a Working with Children Check to be completed upon acceptance of their nomination.
<u>Publicity Officer</u>	<p>The Publicity Officer oversees all publicity for the Pre-school, including social media and community presence.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> ● Organise participation in key festivals and community events ● Manage the Pre-schools Facebook and Instagram pages ● Advertise for Open Day and Fundraising Events 	This position requires a Working with Children Check to be completed upon acceptance of their nomination.
<u>Maintenance Officer</u>	<p>The Maintenance Officer oversees the completion of all indoor and outdoor maintenance works at the Pre-school.</p> <ul style="list-style-type: none"> ● Organise all quotes, repairs and maintenance to be carried out at the Pre-school as required ● Present quotes to CoM for approval ● Supervise grounds and building projects ● Manage external gardener roster (once a month) ● Organise Working Bees, and inform Fee's Officer of attending families ● Maintain and update the Parent Occupation Directory 	This position requires a Working with Children Check to be completed upon acceptance of their nomination.

<p><u>IT Officer</u></p>	<p>This role oversees the Information Technology needs of the Pre-school, and can be completed out of hours if required.</p> <p>Key tasks:</p> <ul style="list-style-type: none"> ● Update the Pre-school website as required ● Maintain all computers at the pre-school ● Attend to computer/ technology related issues 	<p>This position requires a Working with Children Check to be completed upon acceptance of their nomination.</p>
<p><u>Purchasing/ Uniform Officer</u></p>	<p>Responsible for purchasing items required by staff e.g. milk, pet food, stationary etc. You will be given a float for purchasing.</p> <p>Key tasks:</p> <ul style="list-style-type: none"> ● Source prices for specified items as required ● Purchase items required by staff, using the provided float (i.e. milk, stationary, etc) ● Fulfill all uniform orders throughout the year ● Ensure uniform stocks are maintained ● Run the uniform shop at the AGM ● Responsible for storing uniform stock (approx. 3-4 plastic tubs). 	<p>This position requires a Working with Children Check to be completed upon acceptance of their nomination</p>