



Management Committee Roles & Responsibilities

The Preschool Management Committee comprises of the following positions elected at the Annual General Meeting:

- a) President
- b) Vice-President
- c) Treasurer
- d) Secretary
- e) Ordinary Members x 3 or more.

These positions are to be filled by members of the Preschool Association and can include parents of children enrolled at the centre or by other interested community members who choose to become part of our Association. Total committee numbers will be no less than seven. All committee members must be financial members of the association.

The Nominated Supervisor shall hold an ex-officio position on the Management Committee.

The Management Committee is responsible for:

1. Ensuring the smooth operation of the Preschool.
2. Supporting the Nominated Supervisor in his/her role.
3. Ensuring the financial management of the Preschool.
4. Keeping parents informed of issues arising.
5. Ensuring building and facilities are maintained adequately.
6. Participating in staff employment.
7. Development of Preschool Policies, QIP and Philosophy in consultation with the Preschool staff.

It is the responsibility of the Management Committee to ensure the following practises are maintained:

1. Expenditure-to-date for the year is to be reviewed against the budget at meetings and action is to be taken to maintain operations within the budget.
2. Copies of the financial statements are to be prepared by the Administration Officer and forwarded to the Management Committee for the preceding month.
3. A budget for the following calendar year is to be set by December of each year.
4. Accounts are to be submitted by the Administration Officer for audit at the end of each calendar year in the format acceptable to the funding body.
5. An audited financial report is presented at the AGM.
6. All funds raised by the Parent Club are to be reported to the Management Committee and properly receipted and accounted.
7. All Preschool monies are to be accounted for in a suitable accounting program by the Administration Officer.
8. The nature of all Government grants and the period for which they apply is to be properly recorded and shown in a suitable accounting program by the Administration Officer.
9. All relevant documentation required by the Department of Education is maintained and completed by the Management Committee.

Management Meetings:

The Management Committee must meet a minimum of three (3) times a year for a general committee meeting.

A quorum of three (3) members of the committee is required at any meeting and must include either the President or the Vice-President.

The Nominated Supervisor is required to attend each meeting, or Responsible Person in his/her absence.

The following reports will be presented at each meeting as a minimum requirement:

- a) Minutes from the previous meeting are to be accepted.
- b) Financial report for the previous month.
- c) Nominated Supervisor's report.
- d) Correspondence.

Roles of the Executive Committee:

- *President*
 - Oversees the operation of the Management Committee.
 - Calling & chairing meetings of the Management Committee.
 - Dept of Ed correspondence is addressed to the President.
 - Acts as a spokesperson for the Committee when necessary.
 - Sets meeting agendas.
 - Sees that meetings are properly convened in accordance with the Constitution.
 - Determines if a quorum is present at meetings.
 - Ensures the agenda is adhered to at meetings and that all members have the opportunity to contribute to the discussion.
 - Helps the meeting come to agreement.
 - Clearly states what decisions are made and who will implement them, so they are accurately recorded in the minutes
 - Summarise the meetings outcomes at the end of each meeting, so that members have a clear understanding of tasks to be performed and the decisions made.
 - Closes the meeting only after the committee's business has been properly dealt with.
 - Makes statements on behalf of the Preschool to the media
 - Publicises the activities of the Preschool
 - Arranges promotional material such as posters, pamphlets, newsletters etc.
 - Is responsible for ensuring the lodgement of the Preschool's annual statements (and other required documents) to the relevant authorities.
 - Presents a President's report at General Meetings and AGM.
- *Vice-President*
 - Assists the President as required.
 - Calls & chairs the meetings in the President's absence.
 - Performs the Presidents duties in their absence.
- *Treasurer*
 - Responsible for assisting the Administration Officer with all aspects of accounting.
 - Oversees the financial management of the Preschool.
 - Ensures that true and proper financial records are kept.
 - Plans a budget for expenditure in association with the Administration Officer and the Nominated Supervisor and other committee members.
 - Ensures all the policies relating to the financial management are adhered to at all times.

- Assists Administration Officer in calculating staff wages, tax, superannuation and long service entitlements and oversees payment of all wages.
- Presents a written financial report at each Committee Meeting.
- Ensures a yearly audit is carried out and submitted to the appropriate agencies.
- Ensures all government and funding agreement requirements are met.
- *Secretary*
 - Ensures minutes from all meetings are recorded, typed up and presented to the President via email or usb flash-drive for approval and distribution to the committee.
 - Advertises meetings giving notice in accordance with the constitution
 - Before each meeting, organises the venue and distributes the agenda to all committee members.
 - Ensures the minutes are kept up to date and minutes are accepted and signed off by the President at the next meeting.
 - Ensures the minutes from the AGM are submitted to the appropriate agencies.

Ordinary Members:

- May be appointed to take on the executive role of Vice-Treasurer or Vice-Secretary if the committee wishes to appoint these roles.
- May attend all meetings as advertised.

Nominated Supervisor/Director:

- Acts in an advisory capacity to the Management Committee on the basis of his/her knowledge and understanding of Early Childhood Education, the Preschool regulations, correspondence from Dept of Ed and staff.
- Is an ex-officio member of the committee, who offers advice, recommendation and relevant information, but cannot vote on matters that are raised.
- He/she must:
 - Attend all committee meetings.
 - Present a monthly report to the committee.
 - Assist with the organisation of all meetings.
 - Ensure careful account of all monies allocated for expenses is kept.
 - Keep the committee informed of any staffing issues.
 - Keep the committee informed of any changes that occur with regulations, any Dept of Ed requirements and correspondence that comes into the Preschool.

The Administration Officer:

- Presents the monthly financial report to the Committee in conjunction with the Treasurer.
- Informs the Committee of any bad debts, staff wage issues (award changes, superannuation entitlements).
- Reports any relevant correspondence (in & out) to the Committee in conjunction with the Secretary.
- Pays accounts after first obtaining the relevant authority from the Committee.
- Pays wages (and other staff entitlements) after first obtaining the relevant authority from the Committee.
- Submits relevant records to the Australian Tax Office.
- Keeps accurate account of all income and expenditure in a relevant book-keeping program.
- Banks money as soon as possible after it is received.