

Irymple Kindergarten Committee Roles

EXECUTIVE COMMITTEE

President/Chairperson

- Know Committee members
- Know and understand the Kindergarten (Association) Rules/Constitution
- Be aware that all office bearers complete required tasks/duties. Co-ordinate work of the Committee
- Along with Treasurer, be aware of and formulate a budget based on previous and projected commitments
- Work with the Committee to achieve steady cash flow to meet budgetary needs
- Contribute to the newsletter to inform parent body of a) any important decisions that have been made b) up and coming fundraising activities c) important dates etc
- Resolve any concerns of members of the Association
- Present the Annual Report at the AGM
- Ensure accountability to the funding body (DEECD)
- Employment of Staff

Secretary

- Write Committee Minutes, type and distribute
- Ensure Association members have access to minutes
- Write any letters necessary - copy and file
- Advise of next meeting by notice in foyer
- Typing, communication, filing as required
- Public Officer – this is a requirement of Victorian Consumer Affairs and our constitution

Treasurer

To assist Book Keeper in the following:

- Prepare annual budget and monitor - review/change as necessary
- Operate all accounts - cheque, savings, investment
- Payment of accounts
- Banking/recording of all incoming money
- Ensure book keeping is accurate and up to date
- Initiate annual audit of committee's finances
- Respond to funding body as required

GENERAL COMMITTEE MEMBERS

All committee members

- Attend committee meetings on a regular basis
- Remain up to date and informed on current issues
- Respect confidentiality
- Share responsibilities for all decisions of the Committee of Management, including financial decisions

Some roles general committee members may take on include:

Fees Officer

- Issue accounts/statements
- Collect and receipt fees
- Follow up late payments

Purchasing Officer

- Purchase of any resources necessary for the day to day running of the kindergarten, at request of staff and committee members
- Larger purchases need to be approved by the Committee

Fundraising Officer

- Prepare calendar of fundraising activities
- Co-ordinate all fundraising activities in conjunction with sub-committee
- Prepare Fundraising Report for Committee of Management meeting

General Members

- Attend committee meetings
- Help committee and staff when required
- Participate in committee responsibilities

The Committee of Management employ a Book Keeper and Director to assist in the administration and running of the kinder.

