
Gosford Pre-School Inc. Committee Role of Vice President

Responsibilities (but not limited to):

1. Substitute in the absence or unavailability of the President
2. Ensure the Pre-School meets all its regulatory and statutory compliance and reporting obligations
3. Asset Management
4. Risk Management
5. Lead subcommittee/ project teams in the investigation and development of proposals for Committee consideration and resolution
6. Bank signatory
7. Represent the Pre-School as an authorised delegate at public forums, seminars and meetings as required
8. Become familiar with the whole scope of the Pre-School operation as part of succession plans
9. Ensure the Pre-School maintains sound financial and reputational standards
10. Individually and severally with other committee members perform the responsibilities of the committee of an incorporated association and approved provider of an early childhood education and care service

Qualifications/Experience:

1. Sound commercial experience at a level of responsibility and decision making
2. Good knowledge of the Constitution, Associations Incorporation Act and Regulations
3. Good knowledge of the ACECQA and Early Childhood Education Directorate requirements for membership of the Management Committee of an Approved Provider of an Early Childhood Education and Care Service
4. Good knowledge and experience of meeting procedures and protocols
5. Ability to represent and advocate for the Pre-School at external seminars, meetings, hearings, seminars
6. Competent IT skills

Expected Time Commitment:

1. Approximately 5-10 hours per week **in addition to** preparing for and attending Committee Meetings.
2. Depending on matters before the Committee and involvement in projects/research activity, flexibility of the above estimation of volunteer time commitment is essential.

PLEASE NOTE:

A current Working With Children Check clearance and current National Police Check clearance certificate are mandatory.