
Gosford Pre-School Inc. Committee

Charter of Duties

GENERAL STATEMENT OF DUTIES

- Each Member of Gosford Pre-School Inc. Committee (“Committee”) has a duty to act honestly and in good faith and in the best interests of the Pre-School.
- There is a duty to exercise the care and diligence that a reasonable person would exercise in the position of a Member of the Committee and to maintain confidentiality relating to the business of the Committee.
- A Member is not to make improper use of their position or of information gained through their position to gain personal advantage for themselves or for someone else.
- A Member is not to put themselves in a position of having an actual, potential or perceived conflict of interest. If such a conflict arises then the Member is required to declare their interest. the Committee Member is not permitted to be involved in decisions where they have an actual, potential or perceived conflict of interest and in certain situations there may be no other course but for the Member to resign from the Committee.

AWARENESS AND UNDERSTANDING

- Each Member shall study and have an awareness and understanding of relevant laws, the Committee Charter of Duties, Code of Conduct, all Committee Declaration documentation and other documentation as may be relevant from time to time.
- Members should make reasonable enquiries to ensure that the Pre-School is operating efficiently, effectively and legally towards achieving its objectives.

AFFAIRS OF THE PRE-SCHOOL

- Each Member shall gain as full a knowledge of the affairs of the Pre-School as is reasonably possible to enable them to contribute their experience and ability to further the welfare of the Pre-School and to give meaningful advice to Gosford Pre-School Committee in areas where their personal aptitude, skills, training and experience are greatest.
- To this end, where possible, they should:
 - make themselves known to staff members (and students and parents/carers as may be relevant) with a view to it being seen that the Committee is comprised of persons having a real interest in the Pre-School;
 - adequately prepare for the Committee meetings and set aside sufficient time beforehand to read and consider the relevant materials and issues to be considered by the Committee to ensure positive debate and informed decision making based upon a sound understanding of the issues;
 - undertake diligent analysis of all proposals placed before the Committee;
 - if they have been absent from a meeting, inform themselves of matters raised in their absence; and
 - ensure that by having a sound understanding of the affairs of the Pre-School, that the Committee does not approve automatically and without consideration the recommendations put forward by Members or the Director of the Pre-School.

LOYALTY

There are two main areas:

To the Committee

- Criticism of the Committee activities or of its Members should not be made outside the Committee. Where a Member wishes to raise sensitive issues involving the Committee activities, another Member or the Director of the Pre-School, they should wherever possible first notify the President with a view to the issue being dealt with in a manner which is likely to cause the least possible division or disharmony. Members of the Committee must be open and frank without hostility on all matters concerning the efficient running of the Pre-School.

To the Director of Gosford Pre-School

- The Director of Gosford Pre-School has the authority from the Committee to manage the day to day running of the Pre-School, including (but without limiting the generality thereof) the overall supervision of staff members, the selection, enrolment and care of students, the determination of the Pre-School's educational programs and administration. Within that authority, the Director of Gosford Pre-School is responsible only to the Committee.
- The Director of Gosford Pre-School has a very onerous task requiring all the support possible and they must be able to count on total loyal support from the Committee. Situations are bound to occur in the career of the Director of Gosford Pre-School when they will find themselves isolated and in need of the support and advice of the Committee Members. This need can only be met when the relationship is one of mutual respect and trust.
- If a Member feels they disagree with the Director of Gosford Pre-School, they must either:
 - express their opinion during the course of the Committee meeting, or
 - express it to the President to take action deemed necessary.
- Should the President and the Committee disagree with the Director of Gosford Pre-School, then they have a duty to, clearly and precisely, direct the Director of Gosford Pre-School in those areas of difference.

DECLARATION

I confirm that I have read through the Charter of Duties and fully understand and agree to comply with all requirements set out within.

Name: _____

Signature: _____ **Date:** _____

Associated Documents:

Code of Conduct

Confidentiality Declaration