
Gosford Pre-School Inc. Committee Role of Secretary

Responsibilities (but not limited to):

1. Take and distribute minutes of all General and Committee meetings
2. In association with President prepare and issue agendas for all meetings
3. Receive and respond on behalf of the Committee to all correspondence
4. Maintain a Register of Association Members
5. Maintain a Register of Committee Members
6. Keep updated all authorised contacts with regulatory and statutory authorities
7. Prepare and issue Notice of AGM with all attaching documentation
8. Bank Signatory
9. 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. Possess an excellent knowledge of the Constitution, Associations Incorporation Act and Regulations
2. 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
3. Posses sound commercial experience at a level of responsibility and decision making
4. Knowledge of the operation of the Pre-School's payroll and fees billing systems
5. Good understanding of the process and protocol of meetings
6. Ability to work within the Committee to develop a deep understanding of issues and contribute to informed decision making
7. Ability to work within a team/subcommittee to address complex issues/projects which impact the Pre-School community
8. High level 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.