
Gosford Pre-School Inc. Committee Ordinary Committee Member

Responsibilities (but not limited to):

1. Attend Committee meetings and contribute with understanding to informed debate and decision making
2. As part of a small team/sub-committee of Members, investigate and report on issues/projects before the Committee
3. Prepare for Committee meetings by reading and understanding all documentation beforehand
4. Establish cordial relations with staff and the wider Pre-School community
5. Represent the Committee at community events, seminars, hearings as delegated by the Committee
6. Undertake continuous learning about the governance and operation of the Pre-School, Incorporated Associations and approved providers of early childhood education and care services
7. Individually and severally with other Committee members perform all responsibilities of the committee of an Incorporated Association and approved provider of early childhood education and care service

Qualifications/Experience/Knowledge:

1. Good 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. Knowledge of responsibilities of governance of an Incorporated Association and approved provider of an early childhood education and care service
4. Ability to demonstrate management competence as a Member of the Committee of an approved provider of early childhood education and care service
5. Understanding of financial reports, legislation and regulatory communications
6. Commitment of the time and effort to perform the governance responsibilities of the Committee
7. Knowledge of meeting procedure and protocol
8. Desirably, some business (corporate or self-employment), or education related education or experience, IT, accountancy, employment relations, sufficient to understand and contribute to a variety of issues associated with running a complex business

Expected Time Commitment:

1. Approximately 1-2 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.