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## Gosford Pre-School Inc. Committee Role of President

### Responsibilities (but not limited to):

1. Chair meetings
2. Spokesperson for Pre-School in all forms of media
3. Leadership of Committee and Pre-School community
4. Liaise with Secretary on content of meeting agendas
5. Bank Signatory
6. Ensure that the Pre-School satisfies all regulatory compliance obligations
7. Signatory on all Pre-School official documents
8. Ensure a plan for succession in the Committee
9. Act as point of reference for Director
10. Represent Pre-School on community and other organisations
11. 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:

1. Excellent knowledge of the Constitution, Associations Incorporation Act and Regulations
2. Excellent 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. Demonstrated capability in commercial operations
4. Ability to interpret financial reports and understanding of fiduciary responsibility of the Committee of an Incorporated Association
5. Understanding of the operation of a community-based Pre-school
6. Good knowledge of meeting procedure and protocol
7. Demonstrated performance and experience in other community organisations
8. Ability to represent GPS in public arena

### Expected Time Commitment:

1. Approximately 10-20 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.