****

**SURREY HILLS PRE-SCHOOL CENTRE**

**2025 COMMITTEE OF MANAGEMENT**

Surrey Hills Pre-school Centre is very proud to be a committee-run kindergarten. The Committee of Management is made up of parent volunteers who are responsible for the operations and financial running of the Centre and work closely with staff to develop the best opportunities for children and create a great kinder community.

We invite parents to join the committee each year - it’s a wonderful opportunity to become more involved in your child’s kindergarten community. The great thing is that no formal experience is needed for most of the roles! Volunteering on the committee is not only a chance to contribute your skills, but also an incredibly fulfilling way to develop new ones, all while supporting the growth and success of the centre. By joining, you’ll help strengthen the sense of community at the kindergarten, enhance your child’s learning experiences, and play a key role in shaping the future of the centre. It’s also a fantastic way to meet and connect with other parents, building friendships and working together to make a positive impact on your child’s early education journey.

Should a Committee of Management not be formed, the Centre’s operations will be turned over to external management. This will mean the autonomy that allows the centre to tailor its operations, staffing & educational programming to best suit its community's needs will be lost.

Committee meetings are held once per month, generally on the first Tuesday of the month at 7.30 pm. Apart from the initial meeting, and once more end of year, all committee meetings are held online.

|  |  |
| --- | --- |
| **VACANT COMMITTEE ROLES 2025** | **VACANT SUPPORT ROLES 2025**  *(Not required to attend committee meetings)* |
| **Executive Committee**   * PRESIDENT * VICE PRESIDENT * TREASURER * SECRETARY   **Ordinary Committee Members:**   * ENROLMENTS OFFICER * SOCIAL AND FUNDRAISING OFFICER * POLICY & QA OFFICER * GRANTS OFFICER * COMMUNICATIONS OFFICER | * SUSTAINABILITY & INDIGENOUS PERSPECTIVES OFFICER * MAINTENANCE SUPPORT ROLES x *1 per group* * CLASS REPS   3 year olds   * + *2x Yellow Group Reps*   + *2x Green Group Reps*   4 year olds   * + *2x Red Group Reps*   + *2x Blue Group Reps* |

**POSITION DESCRIPTIONS**

***PRESIDENT***

Responsible for:

* Leading the Committee of Management to ensure the services offered by the Centre:
  + Comply with all legislation, regulations, and policies
  + Are delivered in a financially sustainable way
* Coordinating the work of the Committee of Management, including overseeing, and assisting committee members in performance of their individual roles
* Working with the Nominated Supervisor (Sue Goold) to:
  + Make key decisions regarding the operation of the Centre, including timetable and staffing levels
  + Ensure the Centre offers a safe and respectful workplace
  + Act as point of escalation for staff, committee, and families
* Maintaining open dialogue with families, ensuring they are kept well informed of important SHPC matters
* Liaising with relevant Department of Education and Early Childhood Development Children’s Services & Associations representatives as necessary
* Approximately 3-4 hours a week plus monthly committee meeting (in which the President Chairs)

***VICE PRESIDENT***

Responsible for:

* Assisting the President in coordinating the work of the Committee of Management, overseeing and assisting committee members in their individual roles
* Regular communication between Educators and the Committee to assist with decision making associated with financial, operating, and staffing matters
* Liaising with relevant Dept. of Education and Early Childhood Development Children's Services reps
* Acting as a grievance officer for both staff and parents
* Undertaking an annual performance review with staff
* Approximately 1-2 hours a week plus monthly committee meeting

***TREASURER***

Responsible for:

* Financial controller of kindergarten
* Responsible for meeting ATO & Department requirements
* Overseeing the Centre’s financial governance, including presenting the Statement of Profit and Loss and Statement of Financial Position at each Committee meeting
* Coordinating the Centre’s annual audit (done by external auditors)
* Developing budget with President & monitoring budget throughout year with Nom Supervisor/Ed Leader
* Assisting in setting fees for following year
* Approximately 1-1.5 hours a week plus monthly committee meeting

***SECRETARY***

Responsible for:

* Preparing the monthly agenda for the monthly committee meeting and minuting all meetings
* Notifying the Registrar of Incorporated Associations of any necessary changes required under the Act
* Ensuring relevant organisations are kept up to date on current committee members and Leading Educators. Providing any other necessary information (submitting approved audited financials after AGM)
* Supporting Nominated Supervisor as required with submissions to Department of Education
* Communicating with SHPC families as necessary, as well as distributing surveys when/if required
* Coordinating licensing requirements, nominee changes, police checks, ensuring we follow processes outlined under kinder constitution
* Approximately 1-1.5 hours a week plus monthly committee meeting

***ENROLMENTS OFFICER***

Responsible for:

* Maintaining Enrolments Kit and Welcome packs and sending out to new families
* Liaising with Boroondara Council regarding all enrolment activities and addressing any enrolment queries from the community
* Being familiar with the Boroondara Kindergarten Central Registration Scheme Enrolment Policy and answers all queries in relation to enrolments
* Attending Advisory Committee meetings at Boroondara Council one night per term and any other relevant ELAA or council meetings regarding enrolments
* Coordinating Open Day
* With staff and committee, confirming the following years’ timetable and any applicable fees
* Approximately 1-2 hours per week plus monthly committee meeting

***POLICY & QUALITY ASSURANCE OFFICER***

Responsible for:

* Ensuring the Centre’s policies are current and comply with legislation/regulation
* Liaising with the Early Learning Association of Australia and the Nominated Supervisor to incorporate updates to the Centre’s policies annually or as required, driven by legislative/regulatory changes or changes to best practice methodologies
* Approximately 1 – 2 hours a week plus monthly committee meeting

***GRANTS OFFICER***

Responsible for:

* Monitoring for & researching grant opportunities from government, council, and corporate partners
* Coordinating the Centre’s applications and providing updates/reports to grant provider as required
* Assigning spend lead (staff or committee member) for any successful grant
* Keeping records of spending and documentation for purpose of acquittal reports only
* Approximately 2 hours/month (more some weeks if applying for a Grant) plus monthly committee meeting

***SOCIAL & FUNDRAISING COORDINATOR***

Our social and fundraising coordinator is the driving force behind our fundraising events, designing engaging ways to raise funds and rallying community support. They work closely with the class reps to bring these events to life, reaching out to businesses and groups for sponsorship that make a significant impact throughout the year.

Responsible for:

* Create calendar of social and fundraising activities for year, spread out across terms to raise funds and/or create memories of kinder years (e.g. family welcome picnic, discos, fun ride, jumpathon etc.)
* With committee and Nominated Supervisor input, plan focus of fundraising for each event e.g. new equipment, facilities upgrade etc.
* Liaise with class reps to deliver events where social and fundraising can be combined e.g. Kinder discos, morning/afternoon teas for charity.
* With assistance of class reps, develop and implement the fundraising program, seeking assistance from Committee members to communicate with and engage families, promote fundraising, recruit volunteers
* Approx 2-3 hours a week plus monthly committee meeting

***CLASS REPS x 2 PER GROUP (SUPPORTING ROLE)***

The class reps are each groups go-to connectors and communicators, keeping all families in the loop on everything from event reminders to parent dinners and fostering a connected and engaged kinder community.

Responsible for:

* Engaging with the kinder group via WhatsApp; adding all families to a WhatsApp group and share updates throughout the year.
* Reminding families throughout the year of maintenance schedule / laundry duty / working bee
* Liaising with teachers and families about special events i.e. Mother’s/Father’s Day and relaying updates/reminders back to the group.
* Assisting with the organisation of social and fundraising events throughout the year. Encouraging maximum family participation, volunteering for setup and cleanup, and maintaining communication with families in the group.
* Approx 3-5 hours per term, not required to attend monthly meetings

***COMMUNICATIONS OFFICER***

Responsible for:

* SHPC Newsletter (1 per term)
* SHPC Community News/Email Updates (staff and committee provides info to be included, Comms officer distributes to family email list 1-2 times per fortnight)
* Help advertise SHPC to the wider community, especially around the Open Day/update Open Day flyer
* Supporting the fundraising officer as required with advertising events
* Coordinate with Website Officer to keep Website info up to date (website expertise not required)
* Approximately 1 hour per week plus monthly committee meeting

***SUSTAINABILITY & INDIGENOUS PERSPECTIVES OFFICER***

Responsible for:

* Promoting and assisting with the implementation of sustainable practices in the Pre-school’s environment
* Ensuring sustainability continues to be a key component of the service’s philosophy and quality improvement planning process
* Conducting sustainability audits including recommending sustainable practices not yet in use
* Support staff by researching & implementing opportunities to acknowledge and promote learning about Indigenous perspectives and culture and the local environment e.g. building connections with Indigenous Elders for Boroondara, Friends of South Surrey Park
* Approximately 1 hour per week plus monthly committee meeting

***MAINTENANCE & OH&S COORDINATOR***

Responsible for:

* Liasing with staff and committee to generally maintain kinder facilities
* Distribute Maintenance Schedule for families’ weekly maintenance roster (one off)
* Liase with Maintenance support officers to coordinate working bees (approx. 2 per year)
* Regular communication with staff in regards to managing damaged or dangerous equipment and facilities
* With Nominated Supervisor, maintain a register of OH&S incidents
* Source quotes and monitor progress of Maintenance / OH&S resolutions
* Project manage improvement works
* Approximately 1 hour per week or as required, not required to attend monthly meetings

***MAINTENANCE & FACILITIES SUPPORT ROLES x 1 PER GROUP (SUPPORTING ROLE)***

Responsible for:

* Support Maintenance & OH&S Coordinator as required
* Approx 1 hour per term, not required to attend monthly meetings

**HOW TO APPLY**

Please complete the online survey [Nomination Form](https://forms.office.com/r/BayXdNn0FM) to nominate for an available position. Alternatively, email a copy of the nomination form on the next page to Kieran at [secretary@surreyhillspreschool.com.au](mailto:secretary@surreyhillspreschool.com.au). If you have any further queries regarding these positions, please reach out!

Successful nominations will be announced at the Parent Info Night/AGM and successful candidates will be notified by email.

\*All Committee members are required to complete a Working with Children Check and Exec Committee (President, Vice-President, Treasurer and Secretary) is required to complete a Police Check. Fees are paid for by SHPC.

Nomination form on next page

**NOMINATION FORM FOR ELECTION TO THE 2025 SHPC COMMITTEE OF MANAGEMENT OR SUPPORT ROLE**

Interested parents should complete/submit this form by 1 December 2024. Please refer to role descriptions outlined in the 2025 SHPC Committee recruitment and role descriptions - a paper nomination form is included in that document and can be submitted as an alternative to using this form.  

1. Your name (first and surname):
2. I nominate for the following 2025 Committee Position:

**Committee Positions for 2025**

|  |  |
| --- | --- |
| Executive Committee   * PRESIDENT\* * VICE PRESIDENT\* * SECRETARY\* * TREASURER\* | Ordinary Committee   * GRANTS OFFICER * ENROLMENTS OFFICER * COMMUNICATIONS OFFICER * SOCIAL & FUNDRAISING OFFICER * POLICY & QUALITY ASSURANCE OFFICER |

\*Executive Committee position - Executive Committee members are required to complete both a Working with Children check and a Police Check. All committee members are required to complete a Working with Children check (fees are reimbursed for by the SHPC).

1. I nominate for the following 2025 Committee Support Position:

**Support Roles for 2025 (not required to attend monthly committee meeting)**

|  |
| --- |
| * SUSTAINABILITY & INDIGENOUS PERSPECTIVES OFFICER * MAINTENANCE OFFICER * MAINTENANCE SUPPORT ROLES x 1 per group * CLASS REP (Please state your child's group) |

1. Nominee’s Child’s name:
2. Nominee’s Child’s class group for 2025:

1. Nominee’s relationship to child:
2. Nominee’s Phone Number:
3. Nominee’s Email:
4. I confirm I am the nominee named above and am submitting this nomination for a 2025 Committee role at Surrey Hills Preschool Centre:

Yes / No

****