

North Ringwood Playgroup

2026 Annual General Meeting

28 October 2026 7.00pm

Committee Position Descriptions

President

- Organise and chair committee meetings (every 6 weeks), delegating tasks as required
- Liaise with key contacts such as Scout Leader, members, Committee members and Facilitators
- Oversee all activities and running of the playgroup including compliance activities
- Oversee Facilitator employment including recruitment, contracts and performance reviews in conjunction with the Executive Committee.
- Ensure Facilitators First Aid, Working with Children Check and emergency contacts are updated
- Prepare AGM documentation in conjunction with the Secretary, chair the AGM and prepare president's report for the AGM
- Authorize Facilitators pay
- Together with the Executive Committee, ensure the playgroup is financially sustainable and supported by a sound strategy
- Check President's email and respond or forward on to relevant committee members.

Vice President

- Attend Committee Meetings (every 6 weeks)
- Assist the President with above duties: staffing activities etc
- Organise and coordinate the launch of special events throughout the year e.g. special person day, dress up day etc
- Assist any Committee member as required
- Fill any Committee position should a vacancy arise
- Coordinate the annual feedback survey
- Take on the jobs of another non-core committee member should this position not be filled

Treasurer

- Attend Committee Meetings (every 6 weeks)
- Keep up-to-date records of all receipts and payments
- Pay rent each term, or as requested by North Ringwood Scouts
- Prepare financial statements for presentation at Committee meetings including YTD Profit and Loss Statement and YTD Balance Sheet.
- Prepare end of year Financial Statements for presentation at AGM.
- Complete yearly reporting to consumer affairs
- Assist President with the preparation of Playgroup Facilitator employment contract
- Pay Playgroup Facilitators each fortnight
- Pay superannuation each month
- Pay PAYG tax each quarter



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- Keep pay records up-to-date and report payroll information to the ATO via single touch payroll
- Reconciliation of transactions: payments out of playgroup account and invoices

Secretary

- Attend Committee Meetings (every 6 weeks)
- Prepare agenda for monthly meetings
- Take minutes at meetings and distribute minutes within 24 hours where possible
- Liaise with CAV (create myCAV account) and lodge statements required as an incorporation
- Maintain the Committee's "Calendar of Events" document
- Maintain the Committee Contact Listing and distribute to Committee Members as required.
- Prepare AGM documentation in conjunction with the President
- Advise members of Annual General Meeting date 4 weeks prior to the meeting

Enrolment Officer

- Attend Committee Meetings (every 6 weeks)
- Act as first point of contact to new members, share information etc as to how we operate.
- Prepare and print sign in sheets each term
- Familiarise prospective members with how our playgroup operates
- Check the NRPG email and answer any enrolment enquiries.
- Forward emails to relevant committee members.
- Send out booking emails each term
- Generate and distribute discount codes when required
- Manage the online booking system

Grants Officer

- Attend Committee Meetings (every 6 weeks)
- Research and identify organisations that offer grants, vouchers, donations and other forms of funding.
- Facilitate discussion with Committee and playgroup members as to what projects and equipment NRPG could benefit from. These ambitions will then need to be paired with an appropriate grant.
- Provide updates to the Committee each meeting and alert the Secretary to successful outcomes.

Fundraising Coordinator

- Attend Attend Committee Meetings (every 6 weeks)
- Prepare annual fundraising calendar for Committee approval
- Organise fundraising activities with committee (1 per term)

Website Administrator (Non-voting position)



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- DOES NOT have to attend monthly Committee meeting, but are most welcome to attend.
- Updates booking link on website each term to enable members and public to enrol.
- Updates website once each term and as required; including term dates and fee prices.
- Updates website at the beginning of the year with up to date information, and term dates for the coming year.
- Performs additional website changes as required regarding events, photos, news, policy changes etc.

Email communications and social media administrator (Non-voting position)

- DOES NOT have to attend monthly Committee meeting, but are most welcome to attend
- Send out term announcements by email
- Coordinate promotional advertising of playgroup and events through social media.
- Update and maintain social media account/s with Vice President.
- Communicate with members about important news and events through social media
- Work with treasurer to determine paid advertising on social media

General Member (2 positions Non-voting): opened when all other roles are filled

- DO NOT have to attend monthly Committee meetings, but are most welcome to attend
- Assist Committee to run promotional and social events and fundraising activities