

Committee Position and Descriptions



Committee Positions

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President

Purpose of role/Objectives:

To represent, manage and oversee all activities of the AELC Committee in the interests of all AELC members, and act as the liaison point for staff, Committee Members, parents and external parties involved in the ongoing management of the kindergarten.

The President will be the Public Officer for the Kindergarten.

Responsibilities:

In addition to the duties stated in the Constitution, the President is responsible for:

1. Ensuring President and Finance Officer have provided Police Check (CVF number for AELC is 09/1407)
2. Lodging PA08 and PA02 forms online
3. Ensuring the following are current and up-to-date:
 - a. Department of Education & Training (DET) license,
 - b. WorkCover Policy,
 - c. VMIA Public Liability insurance,
 - d. GUILD contents insurance.
4. Ensuring the lease with the landowner is current, including Licensing Agreement signed every 3 years with Stonnington Council and provide a summary, procedure and updated contact for all staff to reference
5. Acting as the spokesperson for AELC as required e.g. Neighbours, Stonnington Council, etc.
6. Chairing all Committee Meetings and the Annual General Meeting (AGM)
7. Setting yearly Committee objectives in alignment with AELC Strategic Plan
8. Overseeing the process of issue resolutions arising within AELC, including participation in the Grievance Sub-Committee, working within the guidelines of the AELC Grievance policy (as per the Policy & Procedure Manual)
9. Maintaining familiarisation with the Constitution and AELC policies to ensure AELC is managed so that all legislative requirements are met
10. Acting as holder of the AELC Constitution
11. Ensuring Committee Members understand their roles and meet with them as required to ensure they are fulfilling their duties, addressing any concerns



12. Attending meetings as required by external Departments/Council or delegate as necessary to other Committee Members
13. Informing appropriate stakeholders of changes to Committee Members
14. Instigating the setting of Committee Meeting and AGM dates, and ensure other key dates such as working bees and fundraising events are determined
15. Maintaining regular contact with other kindergartens within the Stonnington Municipality and continue to build relationships within our community
16. Delegating tasks to relevant Committee Members and form any Sub-Committees as required
17. Liaising regularly with the AELC Centre Manager to ensure that all issues are identified and addressed by the Committee or alternative forum
18. Participating in staff performance appraisal feedback sessions (if required) with the staff member and key person performing the performance appraisal
19. Ensuring building and contents insurance is up-to-date
20. Issue annual Parent Satisfaction Survey in September
21. Collate information collected from the Parent Satisfaction Survey and present this at the October Committee meeting. This information is to be used to aid the Committee objectives for 2017
22. Ensuring Office Bearers are inducted properly, taking them through the Committee Manual and any paperwork that has been passed onto them
23. Preparing AGM documentation including invitation letter, agenda, Committee position descriptions and nominations, President's report and running sheet
24. Authorising all payments including payroll, bills and reimbursements online
25. Preparing annual budget with the Finance Officer and Centre Manager
26. Reviewing AELC policy and procedures regularly in conjunction with staff, Committee and members to ensure the highest standards are met and sustained in the interest of best outcome for the kindergarten, children and community
27. Maintaining awareness of the Early Years Learning Framework and other legislative material relevant to the kindergarten, ensuring impacted policies and procedures are updated as required
28. Maintaining awareness of all policies, legislation and procedures relevant to the running of AELC
29. Ensuring all staff and Committee members have an AELC email address and maintaining/updating AELC Gmail account. This also includes resetting passwords as needed/required

Authorities

1. Authorised amount to spend without Committee pre-approval: \$250
2. Authorised to spend between \$250-\$500 with two (2) Executive Committee Members' pre-approval (via Committee Meeting or email).
3. Authorised to act as the AELC representative and speak on behalf of AELC
4. Authorised contact and AELC associate for ATO
5. Administrator for AELC Gmail account
6. Editor access for AELC website

Approximate no. of hours per term: 45



Vice President

Purpose of the role/Objectives:

The Vice President supports the President in the day-to-day management of AELC. The Vice President guides and oversees the management of Human Resource services for AELC including the recruitment, safety, performance management, and staff support/feedback. The Vice President manages special projects and assists other Committee Members with major events as required. The Vice President is part of the steering committee for the National Quality Framework.

Responsibilities:

In addition to the duties stated in the Constitution, the Vice President is responsible for:

1. Attending Committee Meetings
2. Chairing Committee Meetings in the President's absence
3. Acting as Grievances Officer
4. Participating in the Grievance Sub-Committee working within the guidelines of the AELC Grievance policy (as per the Policy & Procedure Manual) and ensure the policy is up-to-date and reviewed annually.
5. Assisting with recruitment and staffing issues that arise within AELC
6. Recruiting new staff members as required, including preparing notices and advertisements, screening applications with the President and/or Centre Manager, scheduling interviews, participating in applicant interviews and completing reference checks
7. Ensuring newly hired staff are issued with an employment contract prior to commencement of employment, and are provided with an induction at the commencement of employment.
8. Ensuring up-to date position descriptions are in place for AELC roles, including staff and Committee Members.
9. Ensuring that employment conditions are compliant to The Victorian Early Childhood Teachers and Educators Agreement 2016 (VECTEA 2016) (or as updated/replaced), the Fair Work Act 2009 (or as updated/replaced) and relevant legislation
10. Ensuring a performance review process is in place and completed by all AELC staff annually
11. Preparing developing, maintaining and/or implementing policy and procedures on staff recruitment, leave, harassment, safety and any other relevant policies
12. Overseeing the process of staff performance management, with input from the President and/or Centre Manager, providing advice and assistance as required, ensuring that legislation, policy and procedure are followed and that matters are well documented and enforced
13. Ensuring AELC is kept up-to-date and aware of legislation and legislative changes, and that policy and procedures meet all requirements and are followed by AELC staff
14. Identifying training and development opportunities for staff and ensure staff meet mandatory training requirements, and that they are documented and reviewed annually.
15. Processing staff requests for external training whilst complying with policy and procedure.
16. Participating in staff performance appraisal feedback sessions with the staff member and key person performing the performance appraisal.

17. Reviewing AELC policy and procedures regularly in conjunction with staff, Committee and members to ensure the highest standards are met and sustained in the interest of best outcome for the kindergarten, children and community.



Authorities

1. Authorised amount to spend without Committee pre-approval: \$250
2. Authorised to spend between \$250-\$500 with two (2) Executive Committee Members' pre-approval (via Committee Meeting or email)
3. Authorised to act as the AELC representative and speak on behalf of AELC in lieu of the President
4. Authorised to place job advertisement upon vacancy, with Executive Committee approval
5. Authorised to issue employment contracts in line with VECTEA and AELC specific criteria following Executive Committee approval

Approximate no. of hours per term: 40



Secretary

Purpose of the role/Objectives:

The Secretary co-ordinates the administration pertaining to AELC including agendas and minutes for Committee Meetings and the Annual General Meeting (AGM), and retains documents and records.

Responsibilities:

In addition to the duties stated in the Constitution, the Secretary is responsible for:

1. Attending Committee Meetings
2. Ensuring correct Committee Meeting procedures are adhered to
3. Recording accurate Committee Meeting minutes, including Committee member's responsibilities and action, noting closed items as required
4. Preparing minutes for distribution to all Committee members within five (5) working days of the Committee Meeting
5. Ensuring that both a hard and soft copy of Committee Meeting minutes are maintained for AELC, with hard copy in the AELC folder and soft copy on the AELC Google Drive
6. Ensuring all elements of the Constitution are followed and documentation, storage, advertising and all other formal requirements are met
7. Following up Committee members to ensure actions are addressed prior to the next Committee Meeting
8. Preparing the Committee Meeting agenda and email all Committee members at least twenty four (24) hours' prior to the meeting
9. Attending meetings with external parties as the need arises
10. Determining following year Committee Meeting and AGM dates, in conjunction with the President, for the following year and ensuring this is distributed to all Committee members for the next year.
11. Participating in Sub-Committees within the Committee as the need arises.
12. Participating in the Grievance Sub-Committee working within the guidelines of the AELC Grievance policy
13. Managing preparations for the AGM in accordance with the Constitution and legislation
14. Managing official communication coming into AELC and distributing accordingly.

Authorities

1. Authorised amount to spend without Committee pre-approval: \$250
2. Authorised to spend between \$250-\$500 with two (2) Executive Committee Members' pre-approval (via Committee Meeting or email)

Approximate no. of hours per term: 20



Finance Officer

Purpose of the role/Objectives:

To co-ordinate and manage all financial responsibilities and administration pertaining to AELC banking, payroll, budget and cash flow requirements and to retain documents and records.

Responsibilities:

In addition to the duties stated in the Constitution:

Banking and bookkeeping:

1. Ensure correct accounting and reporting mechanisms and monthly book keeping systems are in place
2. Ensure funds are invested appropriately
3. Ensure bank accounts are reconciled once a month with the bank statements
4. Ensure accounts and bills are paid on time, and all monies are deposited promptly
5. Ensure petty cash is available and used correctly
6. Ensure Business Activity Statements are completed on behalf of AELC
7. Ensure there are two (2) signatories at all gateways for money transfer from AELC accounts
8. Ensure that the process for purchase approvals is followed
9. Establish the annual AELC fees in conjunction with the President and Committee for the following year

Budgeting and planning:

10. Prepare the annual budget
11. Supervise any positions the Committee may create to assist the Finance Officer
12. Organise annual auditing of AELC books in line with AELC's financial year

Reporting and record keeping:

13. Maintain correct financial records and information for the Committee at all times
14. Provide financial summary for each AELC Committee Meeting
15. Provide financial reports and an annual report to the Committee
16. Ensure all Statutory Reporting requirements are met

Other:

17. Attending Committee Meetings

Approximate no. of hours per term: 40



Salaries Officer

Purpose of the role/Objectives:

The role of the Salaries Officer is to coordinate the payment of staff on a fortnightly basis online via ADP. The Salaries Officer also assists the Treasurer as required.

Responsibilities:

1. Enter staff hours into ADP on a fortnightly basis (on dates specified by ADP)
2. Ensure staff details in ADP are correct including address and level of pay
3. Stay up to date with wage bulletins from ELAA, and adjust pay rates accordingly
4. Calculate and record all payroll variations i.e. changes of hours, sick leave, long service leave, additional hours, salary increases, increments etc.
5. Liaise with staff on any salary/allowance enquiries
6. Monitor fortnightly payroll reports and check for accuracy
7. File all pay-related records including those from ADP, as well as details of additional hours paid, change in hours etc. and reasons why these occurred
8. Add new staff to the ADP system, if required
9. Advise ADP of staff resignations, if required
10. Coordinate with ADP and ELAA the calculation and payment of any leave entitlements owing to staff who have resigned, if required
11. Provide ADP reports to the bookkeeper, as required
12. Provide pay slips to staff
13. Assist the Treasurer, as required
14. Attend Committee Meetings

Approximate no. of hours per term: 20



Grants Officer

Purpose of the role/Objectives:

To actively search for grants relevant to AELC, respond to grant applications and, if successful, manage the project to completion including completing all relevant paperwork required by the organisation.

Responsibilities:

1. Actively search for grants that are relevant/applicable to AELC
2. Apply for any appropriate grants as they arise, as relevant to AELC. Applications will sometimes require liaison with local, state and/or federal government bodies
3. Liaise with the Committee and staff to determine if there are any requirements or projects at AELC that fit the pre-requisites for grant applications e.g. what is on the wish list that matches grants offered?
4. Review previous year grant applications so application details can be copied as relevant
5. Co-ordinate and obtain quotes for inclusion in grant applications as required
6. Co-ordinate any permission or permits required from Stonnington Council before commencing particular ventures e.g. if they are structural or digging is required
7. Submit applications on time, either online or hard copy, as per grant application specifications
8. Follow up grant application if successful e.g. provision of actual invoices, payment of grant, etc.
9. Ensure grant money, if successful, is spent within any predetermined timeframe, as specified in the application process, including initiating, completing and paying for the project within the set timeframe
10. Provide any necessary follow up documentation to relevant grant giver e.g. photos, evidence of money in use and well spent
11. Complete an expenditure acquittal form and send to the funding body for reimbursement, once the project is complete and payment made
12. Attend Committee Meetings

Approximate no. of hours per term: 20



Fundraising Officer

Purpose of the role / Objectives:

The Fundraising Officer initiates, plans and manages AELC's fundraising activities in consultation with the AELC Committee.

Responsibilities:

1. Review the previous Committee's suggested plans for the year, as some activities may already be set for the year
2. Develop an annual fundraising plan, including activities, expected profit from each event, resources required and determine calendar dates for the year
3. Review activities/monies raised for the prior two years to determine activities for the coming year
4. Manage each fundraising activity, in consultation with the AELC Committee, including: advertising (e.g. local media, advertising boards in local parks, fliers/emails to AELC families and local venues, etc.), organising venues, seeking donations/sponsorship, purchasing supplies and organising resources, organising other parents to volunteer at events, liaising with the Finance Officer to organise float money and banking of monies raised
5. Provide a progress report at each AELC Committee meeting and for each AELC newsletter to keep AELC families informed, including progress made on the annual budget and plan, and acknowledgement of local businesses that have contributed to events e.g. prizes, food
6. Develop a suggested fundraising plan for the following year to assist the next Committee and Fundraising Officer(s)
7. Arrange and distribute thank you notes to volunteers and suppliers for any donations
8. Liaise with the Finance Officer to ensure all monies raised are checked and banked, and that the target budget set for the year is met
9. Determine what monies raised will be used for in consultation with the Grants Officer
10. Document a review/SWOT analysis post each event to provide guidance for future events, including amount of food required, prizes required, communication to families
11. Attend Committee Meetings

Authorities:

1. Authorised amount to spend without Committee pre-approval: \$250
2. Authorised to spend between \$250-\$500 with two (2) Executive Committee Members' pre-approval (via Committee Meeting or email)
3. Authorised to represent AELC when seeking donations/sponsorships for fundraising activities

Approximate no. of hours per term: 40



Maintenance Officer

Purpose of the role/Objectives:

The Maintenance Officer ensures AELC's indoor and outdoor areas are maintained in a safe and workable condition, and organises/oversees four working bees each year.

Responsibilities:

1. Establish four working bee dates for the year after consultation with the Centre Manager and President, ensuring long weekends, term breaks etc. are avoided (recommend a mix of Saturday and Sunday's around the second weekend of each term)
2. Discuss with the Centre Manager and President any plans/projects currently underway or forecast for the year
3. Obtain all class lists from the Centre Manager to record working bee attendance to determine eligibility for maintenance levy refund
4. Ensure familiarisation with the contents of the two maintenance sheds, including tools, timber, paint, etc. required for working bees
5. Communicate working bee dates and information to parents via newsletter contribution
6. Arrange and oversee working bees in accordance with procedure
7. Provide recommendations at Committee Meetings for expenditure in excess of \$500
8. Attend Committee Meetings

Authorities:

1. Authorised amount to spend without Committee pre-approval: \$250
2. Authorised to spend between \$250-\$500 with two (2) Executive Committee Members' pre-approval (via Committee Meeting or email).

Approximate no. of hours per term: 15

Enrolments Officer

Purpose of the role/Objectives:

The Enrolments Officer manages and maintains the enrolment process for AELC.



Note: This role has been incorporated into the Centre Manager's role

Responsibilities:

1. Review Enrolment application forms annually
2. Follow up initial telephone enquiries and send out application forms with the enrolment application process form
3. Ensure that the current enrolment application and enrolment application process forms are correct and placed on the AELC website for downloading
4. Ensure a letter of receipt of application is sent out within two (2) weeks of receiving the completed application form.
5. Manage the database of new enrolments and ensure that a copy of this information is placed on the AELC Google Drive
6. Maintain the waiting list for the current enrolment year
7. Prepare and send out offers of enrolment from 31st May in the year prior to attendance
8. Ensure all details are correct, once offers have been accepted, and update database as required
9. Issue formal offers of placement and a statement of fees payable and time frames for same
10. Liaise with teaching staff about orientation days and ensure that this information is updated and correct on the AELC website
11. Review the enrolment form and information pack annually, in May/June, in consultation with the staff prior to being published in readiness for distribution for the following year
12. Liaise with the AELC staff regarding any children that may need to repeat 4 year old kindergarten in early May of each year, prior to the kindergarten offers being sent out for the following year, to allow for spots for these children to be re-enrolled at AELC should they wish
13. Review the AELC Enrolment Policy annually and provide any recommendations for changes to the Committee
14. Attend Committee Meetings

Approximate no. of hours per term: 20



Publicity Officer

Purpose of Role/Objectives:

The Publicity Officer maintains and updates the AELC website as required, compiles and distributes the AELC newsletter, and is responsible for the kindergarten's marketing strategy and advertising.

Responsibilities:

1. Review the previous marketing strategy and develop/implement marketing plan for the upcoming year
2. Develop an annual marketing plan including costing and estimated return on investment
3. Ensure there is consistent and efficient use of communication used across AELC (messaging, eco-friendly, up-to-date)
4. Prepare the quarterly newsletter by the end of the first week of each term, ensuring input from key staff and Committee Members, for circulation in the second week of each term
5. Update the website as required
6. Publish Teacher's reflections on the AELC blog
7. Upload updated policies (in PDF format) to AELC website
8. Provide support to both staff and Committee Members in terms of marketing/communication requirements, including guidance and assistance where required
9. Assist Centre Manager with updating and printing the yearly AELC Handbook for families
10. Review, implement and maintain relevant social media applications for AELC
11. Provide stewardship of AELC Holiday Program including promotion, manage Eventbrite bookings, and staffing in liaison with Centre Manager
12. Attend Committee Meetings

Authorities

1. Administrator of AELC website
2. Administrator of AELC Facebook page
3. SurveyMonkey account holder
4. Eventbrite account holder

Approximate no. of hours per term: 20



Social Officer

Purpose of the role/Objectives:

The Social Officer is responsible for organising social gatherings for parents/families of children attending the kindergarten and facilitating engagement and a sense of community within AELC.

Responsibilities:

1. Organise the Welcome BBQ and End of Year BBQ
2. Organise a social event each term
3. Email families and/or put up general notices regarding social activities
4. Organise the Committee Morning tea in Term 4
5. Organise the catering for the AGM and Information night
6. Arrange staff 'thank you' gifts and (group signed) cards at the end of the year, in the relevant groups
7. Work together with the Fundraising and Publicity Officers where appropriate
8. Liaise with Class Representatives regarding all social activities
9. Attend Committee Meetings

Authorities

1. Authorised amount to spend without Committee pre-approval: \$50 for purposes outlined in the position description.
2. Authorised to spend up to \$250 with two (2) Executive Committee Members' pre-approval (via Committee meeting or email).

Approximate no. of hours per term: 15



General Committee Member

Purpose of the role/Objectives:

The role of a General Committee member is to attend committee meetings and assist other committee members as required. Tasks may include assisting with fundraising events, social events, or participating in sub-committees.

Responsibilities:

1. Attend Committee Meetings
2. Participate in the decision making process and support of the kindergarten
3. Provide assistance to other office bearers where necessary
4. Participate in subcommittees where appropriate

Approximate no. of hours per term: 10



Class Representatives

Purpose of the role/Objectives:

The Class Representative is responsible for helping to organise social gatherings and acts as a point of contact for social and fundraising events. The Class Representative helps to nurture a sense of community within AELC.

Note: There are four positions – one for each class.

Responsibilities:

1. Help organise social events such as class morning teas, play dates for new families joining the programs, etc.
2. Ensuring any new families who join the kindergarten are welcomed and informed of any upcoming events
3. Email families and/or put up general notices regarding any social activities
4. Help arrange a social function each term for the parents/families of the kindergarten
5. Assist in the organisation of the Welcome BBQ and End of Year BBQ
6. Assist in the organisation of special days, such as Grandparents' Day, Mother's Day, and Father's Day
7. Send congratulations cards to any families who have a baby in the relevant group
8. Organise a meal schedule for families in need of community support, including but not limited to new babies, illness, etc. (see www.takethemameal.com).

Authorities:

1. Authorised amount to spend without Committee pre-approval: \$50 for purposes outlined in the position description.
2. Authorised to spend up to \$250 with two (2) Executive Committee Members' pre-approval (via Committee Meeting or email).

Approximate no. of hours per term: 10