

St James Lutheran Community Kindergarten and Childcare Management Committee Role Descriptions – 2014

President

- liaises with QLECS Ltd, the Redland Lutheran Church and other organisations and agencies
- primary committee liaison officer: networks with other Lutheran centres and community kindergartens, including Faith Community Kindergarten (Victoria Point) and Redlands Kindergarten (Cleveland)
- maintains contact with local councillor and State and Federal MP's
- keeps regular contact with chairperson of Redland Lutheran Church Committee
- provides leadership and, together with Vice Presidents, is a motivator to the committee, parents and staff of the centre
- acts as chairperson at meetings
- delegates responsibilities
- shares staff/committee liaison responsibilities with Vice Presidents
- maintains familiarity with Kindergarten Handbook, QLECS Centre Policies, Child Care Regulations 2003, Child Care Act 2002, Child Care Industry Award State 2003, Early Childhood Education Award 2003, LEQ and QLECS Ltd Deed of Arrangement 2008 (Kindergarten Teachers), and Clerical Employees Award State 2002
- works through and completes affiliation requirements as determined by the Central Governing Body that distributes kindergarten government funding
- Prepares and presents the Annual Report at the AGM following the year of service

2 x Vice Presidents

- one each from Childcare and Kindergarten

- primary staff liaison officers (1 for Childcare, 1 for Kindergarten)
- co-ordinate with President and Directors to perform staff management tasks as required, e.g. advertising vacant positions, reviewing job descriptions, sitting on job interview panels, drawing up staff contracts for approval, conducting staff performance reviews
- support the role of the President and adopt the President's role in their absence
- assist President with committee liaison, and motivation of committee, parents and staff of centre
- assist Director and President in developing and revising centre policies as required
- attends Committee meetings

Secretary

- submits committee news for childcare and kindergarten newsletters
- prepares a written agenda for meetings (in consultation with President) prior to each meeting
- records and distributes meeting minutes within one week after each meeting
- records all incoming and outgoing correspondence in a register
- presents actual correspondence to the meeting and responds to correspondence as agreed by the committee instructions
- maintains committee files at the centre
- works through and complete Affiliation Requirements as required by the Central Governing Body responsible for distributing kindergarten funding, in consultation with President

Assistant Secretary

- assists the Secretary as required (takes minutes in Secretary's absence, etc)
- collects and distributes committee mail
- maintains correspondence register
- ensures that all Committee members hold the appropriate Blue Card and maintains Committee Blue Card register

Treasurer

- oversees Administration Assistant's work in financial matters
- works through and completes Affiliation Requirements for Financial Management as determined by the Central Governing Body responsible for distributing kindergarten funding
- is responsible for maintaining detailed accounting records and preparing financial reports each month
- presents a detailed income and expenditure statement at every committee meeting
- monitors the budget in consultation with committee members
- prepares budget for following financial year in consultation with the Director, to be presented to committee in August, and confirmed by the end of September;
- submits budget to QLECS Ltd for approval in accordance with the Regulations for Locally Managed Service
- finalises financial statements and records prepared by the Administration Assistant for audit purposes and liaises with auditor
- presents annual accounts and financial report at AGM
- implements any recommendations by auditor, and nominates auditor for the coming year

Assistant Treasurer

- assists the Treasurer
- monitors overdue fees with Administration Assistant on a weekly basis and coordinates communication of any fee issues to Treasurer, Committee Executive and Directors
- ensures Committee procedures are followed in a timely fashion in the event of overdue fees
- assists Administration Assistant with follow-up of overdue fees as required
- collates information from PPB ledger for PPB refunds at end of year.

Fundraising Coordinator

- creates fundraising calendar for the year, in consultation with outgoing Fundraising Coordinator
- ideally, recruits extra parents for a Fundraising Sub-Committee from both Kindergarten & Childcare
- coordinates major fundraisers for both Kindergarten & Childcare
- locates parent volunteers and oversees their work on minor fundraisers
- distributes 'Fundraising Update' to parents of Childcare and Kindergarten at regular intervals, reporting funds raised through each event, and promoting upcoming and ongoing fundraising events
- writes report on fundraising activities as required, detailing what worked, what didn't, whether or not it should be repeated next year, etc., to hand on to following year's coordinator

Workplace Health and Safety Officer

- sits on Maintenance Sub-Committee
- maintains centre's Workplace Health and Safety Manual
- conducts monthly WH&S checks
- completes any required affiliation documentation for WHS with the assistance of Kindergarten Parent Representative
- brings WH&S issues which need addressing to the attention of the Management Committee at meetings, and ensures issues are seen through to resolution
- primary responsibility for the Kindergarten's and Childcare Centre's Asbestos Management Plans (ie there are *two* Plans – 1 for each side of the Centre):
 - ensure Register Maintenance Log is being completed as required (Appendix I in Asbestos Management Plan and Register for each centre, by Asbestos Audits Queensland)
 - review and update Asbestos Management Plan annually (see Appendix J in the Plan and Register for each centre by AAQ)

Maintenance Coordinator

- chairs Maintenance Sub-Committee group and coordinates work of sub-committee members, and other volunteers (e.g. gardening, painting groups) as Committee deems necessary
- recruits other parent volunteers for gardening group, painting group etc
- consults regularly with Director to determine maintenance priorities
- coordinates and attends at least 3 Working Bees through the year for parent volunteers
- maintains continuity of maintenance schedules (tree trimming; termite inspections; indoor and outdoor painting; etc) in coordination with Admin Assistant and Directors; maintain communication with outgoing Maintenance Coordinator when necessary to ensure continuity
- ensures centre inventories are maintained

Marketing & PR Officer

- maintains website to ensure content is current and correct
- looks for innovative ways of making the community aware of St James
- promotes the centre with a view to maintaining healthy waiting lists
- organises and coordinates the centre's annual Open Day in June
- places notices in the local media and produces press releases for upcoming events, human interest stories, thankyou's to organisations who donate funds to the centre, etc
- keeps publicity materials fresh and up-to-date, e.g. brochures for childcare and kindergarten
- implements visual changes to name and logos, signage and visual ad creation
- coordinates involvement in any major public events (i.e. Redfest)

2 x Parent Representatives

- 1 each from Childcare and Kindergarten

Appropriate division of the following duties:

- have primary 'child safety' role on committee: lead committee in meeting its risk management obligations as required by the Commission for Children and Young People and Child Guardian (CCYPCG):
- attend committee meetings
- provide support and assistance participating in discussions
- social convenors for staff/committee functions

- coordinate any special events of the centre in consultation with staff and Management Committee
- Sits on the Maintenance Sub-Committee
- Liaise with Director to ensure all other volunteer work is identified
- May canvas the parent body for volunteers if the centre is in need of the assistance of a qualified tradesmen or other skilled professional

Grants Officer

- Identifies funding grants available to the centre
- Primary responsibility is to prepare funding grant applications on behalf of the centre (with Committee assistance)
- Anyone with previous knowledge/experience of the grant application process is particularly encouraged to nominate

Archiving Officer

- behind the scenes role to establish and maintain an effective system of archiving, and to cull old archives according to record retention guidelines outlined in C&K's 'Guidelines on Filing and Records for Committees'

2 x Church Representatives

- at least 1 sits on the maintenance sub-committee
- maintain communication between Redlands Lutheran Church management team, and St James Kindergarten and Childcare management committee

Pastor

- conducts devotion at the beginning of each meeting

Sub-Committees

Maintenance

- responsible for organising the completion of minor maintenance tasks, and brings proposals for major maintenance tasks to General/Management Committee meetings (via Maintenance Coordinator) and then St James Church Management meetings (via Church Rep) for discussion, as required
- Planning and coordination of Working Bees, preferably one each term;
- PPB Coordinators also keep records of families' hours of assistance/service at working bees or other qualifying activities, for the purpose of advising Committee the appropriate refund of PPBs in Term 4

Fundraising

Plenty of volunteers from the general parent community needed to run individual fundraising event