

## **“Many hands will make light work”**

Mt Gravatt Kindy relies on a group of current parents to fulfil the vital roles of running this not-for-profit community centre on a voluntary basis.

The parents who are members of the Management Committee (which meet monthly) are ultimately responsible for the running and operation of the kindergarten. There are also a number of roles to be filled by parent volunteers at different stages throughout the year.

## **Please volunteer for a role below**

Your valuable assistance is essential to the ongoing success of the kindergarten. Thank you for your support.

## **Management Committee**

The committee is supported by the Director and Administration Officer (staff positions) for the day-to-day running of the kindergarten.

The Management Committee comprises:

### **Executive Members:**

- President
- Vice President / Grants Officer
- Secretary
- Treasurer

### **Supporting committee members:**

- Fundraising / Social Coordinators x 2 (Group A and Group B)
- Grants Officer
- Works Director / Working Bee Co-ordinator
- Bunnings Barbecue Co-ordinator

| Role / Activity  | Description  | Commitment  |
|--|--|---|
| <p><b>President</b></p> <p><b>Executive Member</b></p>                       | <p>Responsible for the overall leadership and strategic direction of the committee. They maintain a close relationship with the directors, teaching staff and the kindergarten's Central Governing Body (The Lady Gowrie). General management experience is useful. Role includes:</p> <ul style="list-style-type: none"> <li>• Supporting the Director and staff as necessary and represents the kindergarten to the community and The Gowrie where required.</li> <li>• Responsible for staff management including performance reviews meetings with each staff member annually.</li> <li>• Review budget vs actuals with Treasurer.</li> <li>• Chair monthly executive and general committee meetings.</li> <li>• Understand centre funding, the budget, employer responsibilities, and ensure The Gowrie affiliation and licensing requirements are completed as required.</li> <li>• Liaise with Director regarding support requirements for National Quality Framework and Workplace Health &amp; Safety.</li> </ul> | <p><b>8 hours / month</b></p> <ul style="list-style-type: none"> <li>• Attend and chair executive meetings (once / month)</li> <li>• Attend and chair each committee meeting (once / month)</li> <li>• Admin via emails (50%)</li> <li>• Staff discussions as required (30%)</li> <li>• General management (20%)</li> </ul> |
| <p><b>Vice President / Grants Officer</b></p> <p><b>Executive Member</b></p> | <p>Supports the President and Director / staff as required especially with grants and special projects. General management experience useful. Tasks include:</p> <ul style="list-style-type: none"> <li>• Liaise closely with staff and administration depending on current projects underway for the centre.</li> <li>• Act in the role of President when required.</li> <li>• Liaise with Working Bee/Maintenance Officer to coordinate quotes as required and/or obtain costings for maintenance jobs and other works.</li> <li>• Work collaboratively with the Secretary on the National Quality Framework.</li> </ul>   | <p><b>6 hours / month</b></p> <ul style="list-style-type: none"> <li>• Attend executive meetings (once per term)</li> <li>• Attend committee meetings (once per term)</li> <li>• Email management (60%)</li> <li>• Staff discussions as required (40%)</li> </ul>   |
| <p><b>Secretary</b></p> <p><b>Executive Member</b></p>                       | <p>Ideally suited to a person with management and/or administrative experience. Tasks include:</p> <ul style="list-style-type: none"> <li>• Responsible for preparing the committee meeting agenda.</li> <li>• Ensuring minutes are taken at the monthly meetings and AGM and reviewing/distributing them in a timely manner.</li> <li>• Filing ongoing records as per requirements of the Office of Early Childhood.</li> <li>• Follows up actions and outstanding tasks from the committee meetings.</li> <li>• General support to Director and Admin Officer including: <ul style="list-style-type: none"> <li>○ Manages committee meeting attendance register.</li> </ul> </li> </ul>  | <p><b>5 hours / month</b></p> <ul style="list-style-type: none"> <li>• Attend executive meetings (once per term)</li> <li>• Attend committee meetings (once per term)</li> <li>• Compile reports, minutes, agendas etc. electronically (90%)</li> </ul>   |

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|--|---|--|
|  | <ul style="list-style-type: none"> <li>○ Ensuring the National Quality Framework is being followed and implemented (in collaboration with Vice President).</li> </ul>   | <ul style="list-style-type: none"> <li>● Support Admin Officer at kindy (10%)</li> </ul>   |
| <p><b>Treasurer</b></p> <p><b>Executive Member</b></p>             | <p>Maintain the financial accountability of the centre. Tasks include:</p> <ul style="list-style-type: none"> <li>● Prepare the annual budget.</li> <li>● Prepare a monthly report to the committee on financial progress. <ul style="list-style-type: none"> <li>○ monthly Budget and actual vs budget,</li> <li>○ ensure payments are made as and when required</li> <li>○ follow up on fees not paid (advising committee as required).</li> </ul> </li> <li>● Oversee relationships with the bank, ATO and auditor and maintains records of all transactions of the centre.</li> <li>● Ensure that financial policies are up to date with assistance from Admin Officer.</li> <li>● Ensures the centre’s obligations are met, assisting the Admin Officer as required.</li> <li>● Review and approve audited financial reports for AGM.</li> </ul> <p>Financial management experience preferred.</p> | <p><b>6-8 hours / month</b></p> <ul style="list-style-type: none"> <li>● Attend executive meetings (once per term)</li> <li>● Attend committee meetings (once per term)</li> <li>● 75% online (budget planning, reporting)</li> <li>● 25% at kindy</li> <li>● Needs to be available fortnightly (Tuesday) to approve payments via internet banking</li> </ul> <p>PROVIDE REPORT TO AGM</p> |
| <p><b>Fundraising / Social:</b></p> <p><b>Committee Member</b></p> | <p><b>Tasks include:</b> Plan, organise and bring to fruition planned social events e.g. bush dance and welcome picnic and outside kindy fundraising events such as Bunning’s barbecue; organise opportunities for parents and/or families to get together with their group to build social connections within the kindergarten.</p> <p><b>Ideally suited to:</b> A person with great organisational skills and someone who loves to socialise and have fun; someone who can implement an idea with confidence. This is the perfect role for a parent who is able to come into kindy occasionally to coordinate events and who can meet up and plan with a parent in the other group.</p>   | <p><b>4-6 hours / month</b> (comprising monthly meetings and email correspondence). This may be closer to 6 hours per month in the lead up to a planned event.</p>   |
| <p><b>Grants (two officers - one in Vice President role)</b></p>   | <p><b>Tasks include:</b> Researching and applying for funding and grants that could benefit the kindergarten. Obtaining quotes and pertinent information when preparing funding proposals, with the assistance/support of kindy staff and other committee members. Follow through to ensure the grant is applied correctly (eg: purchase the items requested or organise for services to be</p>   | <p><b>5 hours / month</b> (comprising monthly meetings and email correspondence).</p> <p>More time may be required around grant application deadlines; however</p>   |

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|---|---|---|
| <p><b>Committee Member</b></p>  | <p>provided). Prepares all reconciliations and acquittals as required to document spending of funds received.</p> <p><b>Ideally suited to:</b> A person with grant writing experience, but not essential. A person who is proactive and implement all aspects of applying for a grant. This role would be perfect for a parent who is able to come into kindy to assist in coordinating tradespeople for obtaining quotes etc.</p>  | <p>the grants officers can do these tasks around their own commitments.</p>   |
| <p><b>Works Director / Working Bee Coordinator</b></p> <p><b>Committee Member</b></p> | <p><b>Tasks include:</b> Short-term and long-term maintenance requirements and managing associated budgets. Organising maintenance tasks to be carried out, usually at the quarterly working bees. Manage, direct and coordinate volunteers on working bee days to ensure all tasks are completely efficiently and safely.</p> <p><b>Ideally suited to:</b> A “handyperson” or someone with a background in building, gardening or maintenance. Someone who is enthusiastic and energetic about maintaining our beautiful kindy grounds. It would be ideal if this person is available to drop past kindy regularly, so they can keep their eye on maintenance issues and liaise with staff on works that are required.</p> | <p><b>3 hours / month</b> (comprising monthly meetings and email correspondence).</p> <p>Working bees - <b>5 hours per term</b> (on a Saturday or Sunday morning)</p> |