**RUSSELL COURT KINDERGARTEN COMMITTEE OF MANAGEMENT**

Parents join the kindergarten Committee of Management to be involved in their child’s education, and to actively participate in the running of the centre. Committee Members are volunteers who work effectively together to achieve the objectives of the kindergarten.

**What is the Kindergarten Committee?**

The Committee is responsible for managing the kindergarten throughout their elected term of office in three main capacities;

1. **As service manager:**

As the service manager, the Committee is responsible for making decisions about how the centre will operate and for the development of policies for the service. The Committee sets the framework in which the staff operates. They are responsible for the broad service delivery of the kindergarten.

1. **As licensee;**

The Management Committee receives funding from the Government to assist with its operations. The kindergarten is bound by Government legislation, regulations and licensing requirements, which provide guidelines and a framework in which the kindergarten functions. It is the Committee’s responsibility to ensure the centre adheres to all these requirements.

Russell Court Kindergaten is the licensee of the service (legal entity who holds a license to operate a children’s service under the Children’s Service Act 1996.

1. **As Employer:**

It is the Committee’s responsibility to recruit, appoint, retain and oversee appropriately qualified, skilled and experienced people to work with children and families in the kindergarten community.

The Committee has an obligation to staff in their role as employer to keep accurate staff personnel records, and ensure that employee terms and conditions meet relevant legislative obligations, awards and employment agreements.

**Structure of the Committee:**

The Committee of Management is made up of elected parent representatives. The positions of President, Vice President, Secretary and Treasurer are necessary for the Committee of Management to function along with general members.

**Who provides support to the Committee of Management?**

Although being on the Management Committtee may seem quite anominous task, there is a lot of support available to the kindergarten committee.

**The Kindergarten Staff:**

At Russell Court Kindergarten we are fortunate to have very experienced staff including an Administrator, who are willing to offer advice on the best approach to organising and maintaining an efficient centre. The staff knows the history of many issues, and can give background information, which makes decision making very easy.

**Early Learning Association Australia (ELAA):**

ELAA is an organisation committed to the delivery of high quality early childhood programs and provides advice and support to committees of management. They assist committees to effectively manage their service. They offer a range of services including:

* Advice, support and training courses in areas of budget and finances, staffing, policy development, committee roles and employer responsibilities.
* Industrial relation information and advice.
* Manuals for the committee, which are easily read and very useful references.

**Hobsons Bay City Council:**

The Council owns and maintains the kindergarten building, in addition, the committee also deals extensively with council offices – notable Children’s Services Planning and Development Officer, Kindergarten Access Officer (enrolment) and Children’s Services Facilities Officer.

**ROLES AND RESPONSIBILITIES**

A brief outline of each member’s role is as follows:

**PRESIDENT**

The role of the President is to ensure that the Management Committee operates effectively.

This role includes:

* To chair committee meetings
* Acting as the official spokesperson or representative for the committee.
* To know and understand documents including constitution, Education and Care Services National Law Act 2010 and Funding and Service Agreements with Department of Education and Training.
* Ensuring that the centre is aware of, and fulfills its legal requirements.
* Know the skills of the committee members and ensure their talents are utilized.
* To coordinate the work of the committee

**VICE PRESIDENT**

* To carry out the duties of the President in their absence.
* To act as Staff Liaison Officer.
* To deal with the centre publicity and assist with the annual policy review.
* Responsible for reviewing the centre’s Quality Improvement Plan
* To attend or arrange for an alternative person to attend the consultative meetings held at the Hobson’s Bay City Council

**SECRETARY**

The main role of the secretary is record keeping and dealing with correspondence. Usually the secretary is also the nomimated Public Officer as required under the Constitution and has the role of co-ordinating communication within the committee, and to parents. This role includes:

* Reading, recording and filing all correspondence, including emails, incoming and outgoing mail.
* Draft any letters as required by the committee
* Mailing of and collating correspondence for AGM and updating the information book.

**ASSISTANT SECRETARY**

The role of the assistant secretary is to take accurate minutes of any meetings and distribute them prior to the next meeting.

To ensure the agenda is prepared and distributed prior to meetings as well as assisting the secretary as required.

**TREASURER**

The role of the treasurer with the support of the Administrator is to ensure the accurate financial management of the centre.

The role includes:

* Oversee financial reports prepared by the Administrator
* Authorise payments of all accounts
* Sign all necessary financial documents
* Sign cheques as requires
* Prepare and monitor annual budget in consultation with the Administrator

**GENERAL MEMBERS**

General members are important to assist with the decision process and to help with general tasks that arise throughout the year.

General members must:

* Attend monthly meetings
* Participate in all discussions
* Participate in decision making
* Share responsibility for all decisions including financial decisions
* Ensure all tasks allocated to them are completed or are in progress by the next meeting
* Abide by the policies of the kindergarten