

WINSTON HILLS PRESCHOOL ASSOCIATION INC.

“A Joyful Beginning”

## 2024 COMMITTEE ROLES AND RESPONSIBILITIES



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# COMMITTEE ROLES AND RESPONSIBILITIES

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## About the Committee

Winston Hills Preschool's operations are managed by a voluntary Committee of Management (Committee) consisting primarily of parents whose children are enrolled at the kinder. From maintenance to fundraising, the Committee provides support to the families, staff and children, and is responsible for the efficient operation of the preschool.

All Committee personnel should appreciate that they have been elected to manage the affairs of Winston Hills Preschool on behalf of the families. Above all else, the main objective of the Committee must be to ensure the optimum benefit to the children attending Winston Hills Preschool. Committee meetings are held approximately once a month and typically run for 2 hours.

The Committee must act in accordance with Winston Hills Preschool's Rules of Association (Our Rules), which outline broadly the duties, roles and responsibilities of the Committee of Management of Winston Hills Preschool Association, Inc. A copy of Our Rules can be found on the preschool's website.

The following outlines the responsibilities of each Committee role, including whether the role is a voting or non-voting role. It should be noted that all voting roles are required to attend monthly meetings. Those in non-voting roles may choose to attend some or all monthly meetings and indeed it may be beneficial for them to opt in from time to time.

## President (Executive)

**Voting role:** Yes

**Time Commitment:** 4-5 hours per week (on average)

**Skills:** Leadership, delegating, prioritising and helping others to understand priorities, good communication, problem solving, decision making, people management.

**Responsibilities:**

- Leadership and supporting the operational management of the Preschool.
- Chair monthly committee meetings and AGM
- Address any family concerns and/or complaints
- General support to all committee members
- Liaise with the Director regarding preschool matters on a regular basis
- Support Vice-President in regard to staff matters
- Assist the Treasurer to draft the annual budget
- Act as signatory to the bank accounts
- Communication with the Department of Education and Training (DET) and the City of Banyule Council and other key stakeholders on behalf of the Committee of Management
- Oversee the completion of all statistic collection and surveys required to be completed by the Preschool. The Administration Officer will compile and collate these on the Presidents behalf

- Attend one meeting per term (4 per year) of the Banyule City Council Kindergarten Network (BCKKN) and report any noteworthy information to the committee.

This role will suit a reliable and accountable person who has a general interest in the Preschool. The outgoing President will be available for on-going support and consultation where requested.

## Vice President (Executive)

**Voting role:** Yes

**Time Commitment:** 1-2 hours per week (on average) + 6-8 hours yearly to review appraisals with staff and director + additional hours if recruitment is required.

**Skills:** Excellent communication, strong listening skills, leadership.

**Responsibilities:**

- Assumes the President's role in their absence.
- Management of Preschool staff including recruitment, performance management, leave management, and timesheet approvals.
- Liaise with administration officer as required
- Represent the Committee in developing and maintaining a professional relationship and clear lines of communication with staff.
- Liaise with the educational leader regarding staff training and development.
- Discuss annual performance / development reviews with the staff and Director.
- Be aware that the VECTEA\* award regulations / general regulations and conditions are met in conjunction with the kindergarten administration.
- In cooperation with the Educational Leader and staff, provide oversight of the Quality Improvement Plan (QIP) process, maintain and update Quality Area content regularly throughout year, provide updates on QIP at Committee Meetings to highlight areas for improvement and to celebrate progress made against Quality Areas.

The main focus of this role is as the staff liaison officer to all staff employed at the preschool. The Vice President is required to work closely with the President and act as a support where necessary.

This position would suit someone with strong and clear communication and listening skills and would enjoy the chance to support and work with our marvellous staff.

\*VECTEA - Victorian Early Childhood Teachers and Educators Agreement

## Secretary (Executive)

**Voting role:** Yes

**Time Commitment:** ½ to 1 hour per week (on average)

**Skills:** Strong organisation and administrative skills including note taking and record management.

**Responsibilities:**

- Act in accordance with Our Rules.
- Perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- Provide the Registrar notice of her or his appointment within 14 days after the appointment.
- Maintain the register of members in accordance with Rule 18.
- Keep custody of the common seal of the Preschool and, except for the financial records referred to in rule 58 (3), all books, documents and securities of the Preschool in accordance with Rule 4 and 72.
- Subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents.
- Coordinate the Preschool Annual General Meeting in accordance with these rules, including provision of notice to members, taking minutes.
- Facilitate the appointment of new committee members, coordinate onboarding and maintain the register of committee members.
- Manage committee meetings including:
  - setting meeting dates and sending reminders
  - developing and distributing the agenda in liaison with the President
  - Ensuring compliance with all rules relating to meetings e.g. quorums, motions, voting.
  - taking minutes
  - circulating draft minutes to all committee members within 7 days of the meeting
- Developing short form minutes and liaising with the Communications Officer to publish on the website. Hold all relevant past and present files.
- Organise committee functions.

## Treasurer (Executive)

**Voting role:** Yes

**Time Commitment:** ½ hour to 1 hour per week (for weekly activities) + 1 – 2 hours once a month (for month end requirements) + 8 - 12 hours (for yearly budget) + 8 – 12 hours (for yearly financial reporting)

**Skills:** financial literacy, strong organisation and attention to detail.

**Responsibilities:**

- Authorise bill payments via online EFT.
- Manage the Preschool's bank accounts, term deposits, debit cards and cash flow requirements.
- Manage actual V budget income and expenses for major variances.
- Preparation of information for the bookkeeper on a monthly basis.
- Present monthly financial reports prepared by Bookkeeper to the committee.
- Prepare information for the bookkeeper to prepare the Preschool's annual budget.

- Coordinate with the bookkeeper and auditor the preparation of the year-end financial statements.
- Maintain key subscriptions, memberships, insurance and utilities.
- Submit financials to key bodies such as ACNC and DET.

## Assistant Treasurer

**Voting role:** Yes

**Time Commitment:** ¾ hour per week (for weekly activities)

**Skills required:** Proficiency with online banking, strong organisation and attention to detail.

**Responsibilities:**

*Weekly*

- Collection, banking, and record keeping for all fundraising activities, informing the Treasurer and Fundraising Coordinators.
- Collection of invoices to be processed.
- Online entering of invoices payable to be authorised by Assistant Treasurer.

## Policies Officer

**Voting role:** Yes

**Time Commitment:** 6-8 hours per term

**Skill required:** Proficiency in Microsoft Word including tracking changes.

**Responsibilities:**

- Support the Administration Officer to ensure the Preschool's policies and procedures comply with legislative requirements and align with the preschool's philosophy, program and procedures. This involves referring to recommended policy updates provided by the Early Learning Association Australia (ELAA), making recommendations to staff and the Committee regarding policy changes in line with ELAA's advice, seeking the Committee's approval of proposed changes and organising with the communications officer to publish the policies on the website.
- Report results of DET's annual Kindergarten Parent Opinion Survey to Committee.
- Manage the annual WHPS Parent and Staff survey, in conjunction with the Administration Officer. This includes compilation, distribution, data collation and analysis, reporting of results to Committee.

## Grants & Special Projects Officer (x2)

**Voting role:** Yes (2 roles / 1 voting position only)

**Time Commitment:** 2 hours per week (on average)

**Skills required:** Strong communication, including written communication, liaising with internal and external stakeholders.

**Responsibilities:**

As a not-for-profit entity, Winston Hills preschool seeks a significant amount of funding for required resources through grants provided by local, federal, state governments as well as from companies and local businesses. The purpose of this role is to seek such funds to meet the prioritised needs of the preschool.

- Liaise with staff and committee members regarding items requested /required as documented in the preschool 'Wishlist' document, as well as maintaining this document.
- Identify and write submissions for relevant and appropriate grants on behalf of the committee. Grant applications typically require liaison with Governmental departments and collaboration with other Committee members and staff to obtain external quotes for services required.
- Report on grant spending and project outcomes to grant providers as well as at monthly committee meetings.
- Identify relevant and appropriate fundraising opportunities to compliment the grants achieved.
- Identify opportunities within the kindergarten that may be appropriate to request funds from grants.
- Maintain strong working relationship with Banyule City Council officers to ensure projects run smoothly (as most works need council approval).

## Enrolment Officer

**Voting role:** Yes

**Time Commitment:** less than 1 hour per week during the first half of the year (on average, busiest September – November when it would be 1 hour per week)

**Skills required:** Strong communication skills, proficiency using email, Microsoft Excel.

**Responsibilities:**

- Liaise with the Banyule City Council Central Enrolment Officer, Administrator and Educational Leader regarding enrolment process.
- Update group spreadsheet provided by Administrator.
- Follow up families who haven't completed enrolment form by set date.
- Keep SharePoint folder up to date with relevant documents.
- Respond to all enquiries from prospective families regarding the three and four-year-old enrolment process, using form emails and 'Frequently asked questions' document provided in SharePoint.
- Coordinate and promote the Preschool's Annual Open Day (generally held the last Saturday of February) including purchase of supplies, staff and volunteer roster.

## Fundraising Coordinator (x2)

**Voting role:** Yes (2 roles / 1 voting position)

**Time Commitment:** 2 hours per week (on average)

**Skills required:** Leadership, organisation, collaboration.

**Responsibilities:**

- Coordinate four major Preschool events per annum, such as the Welcome BBQ, Mid-Year Event, Trivia Night and End of Year Celebration or other like events (two per Fundraising Coordinator).
- Identify potential sponsorship and income streams for the preschool within local community.
- Coordinate approximately 4 preschool fundraising activities per annum (one per term e.g. Picture plates, hot cross bun drive) in addition to the preschool's major fundraising events.
- Lead the Fundraising sub-committee and ensure tasks are equally divided between all sub-committee members.
- Regularly communicate with members on all current, future and past fundraising activities.

## Fundraising Sub-Committee member (up to 5)

**Voting role:** No

**Time Commitment:** ½ -1 hr per week

**Skills required:** Collaboration.

**Responsibilities:**

- Assist Fundraising Coordinators with the kinder-wide social events (e.g. sourcing goods and services, booking venues, publicising events within their kinder group).

The people in these positions may be required to attend meetings run by the Fundraising Coordinators. While attendance is not required at the monthly committee meetings, it may be beneficial to opt in from time to time.

## Group social representative (1 per group; 5 in total)

**Voting role:** No

**Time Commitment:** Approximately ½ hour per month.

**Skills required:** Communication.

**Responsibilities:**

- Establish a communication channel for the group's families (e.g. A WhatsApp group).
- Organise informal catch-ups within the immediate group.

The people in these positions are not required to attend monthly committee meetings, though they may choose to opt in from time to time.



## Communications Officer

**Voting role:** Yes

**Time Commitment:** 1-2 hour per week sometimes this can be less and other times more.

**Skills required:** Formatting and design skills, proficiency using various social media platforms.

**Responsibilities:**

- Publish and distribute Preschool newsletter, information and updates from fundraising as required (1x per term).
- Newsletter distributed via Mailchimp or Communications Email.
- Update the Preschool's website content on a monthly basis or as required and ensure all content is accurate and relevant. (Sign off once updated via committee).
- Website is run using Squarespace.
- Update and post appropriate and relevant information to the Preschool Public Facebook page, Private Facebook page and Instagram.
- Produce posters to market kindergarten events e.g. working bees or fundraisers. (Canva is a FREE tool you can use for this).

This role would suit a person who likes design, marketing, writing, sharing photos and content. You will be required to have your own computer and internet. The website content is provided by the teachers, committee members and parents. You will be required to learn third party programs such as Squarespace, Canva and Mailchimp. (Mailchimp is not a necessity for emails). This role is a good opportunity to learn some modern web skills that are easily attained. The role is flexible and diverse enabling you to connect with many committee members and teachers.

## Maintenance Liaison Officer

**Voting role:** Yes

**Time Commitment:** As required, with a monthly check in with staff and the committee.

**Skills required:** Communication skills, coordinating and organisation.

**Responsibilities:**

- Liaise with staff to identify maintenance issues requiring attention.
- Coordinate external contractors for maintenance if required, including considering costs involved.
- Track history and status of maintenance carried out and required, using Maintenance log located on SharePoint.
- Support working bee coordinator.

The maintenance coordinator role could work as a dual role, if that's your preference where one person could project manage and liaise with the committee and one person that is more hands-on

## Working Bee Coordinator

**Voting role:** No

**Time Commitment:** 3½ hours per term to oversee each working bee (held on a Saturday or Sunday), plus up to 2 hours per week for 2-3 weeks only leading up to each working bee. An additional 2 hours per term (approximately) for fruit tree pruning, care and ad hoc garden maintenance.

**Skills required:** Delegation, organisation, general gardening experience.

**Responsibilities:**

- Schedule minimum one 2 hour working bee each term on a Saturday or Sunday.
- Communicate with 3-year-old families via email to encourage attendance at working bees
- Check with maintenance coordinator and lead educator to determine works to be undertaken, and ensure purchase of any equipment or supplies that are required e.g. mulch, sand.
- Supervise works at each working bee. Ensure that volunteers are working in a safe manner in accordance with OHS policy.
- Ensure that site is left in a clean and safe condition. That all tools are put away, all gates are locked and rubbish is removed at the end of each working bee.
- Report any unfinished task or maintenance issues to maintenance coordinator.
- Carry out fruit tree care (pruning, feeding etc) as per working bee and garden maintenance schedule provided.
- Respond to ad hoc gardening maintenance requests by lead educator or committee.

This person in this position is not eligible to vote at committee meetings. While attendance is not required at monthly committee meetings, it may be beneficial to opt in from time to time.

## IT Support Officer

**Voting role:** No

**Time Commitment:** 1-2 hours per week (on average)

**Skills required:** Experience with Microsoft 365, products and administering the Microsoft 365 suite including basic SharePoint administration, document sharing and permissions.

**Responsibilities:**

- Maintain existing IT procedural documentation. Provide end user computer support (e.g. desktop, laptop, tablet, mobile).
- Respond to ad hoc IT related queries.
- Maintain on premises networking (Internet) and printing.
- Create/modify/maintain Microsoft Distribution Lists and group. This requires basic SharePoint Administration, document sharing and permissions and document and folder linking.
- Assist with website administration.
- Maintain/administer telephone PBX system (Voipline)

This role would be suited to an IT professional who has hands on experience with Microsoft 365 products and administering the Microsoft 365 suite. The IT Support Officer is only required to attend committee meetings when attendance is requested by the committee.

## OHS Officer

**Voting role:** Yes

**Time Commitment:** 1 hour per week (on average)

**Skills required:** Risk management, OH&S knowledge.

**Responsibilities:**

- Lead safety initiatives.
- Develop and review safety policy.
- Organise and conduct safety audits, including engaging a third-party auditor, as required.
- Review and implement audit actions in consultation with the staff.
- Report on the status of safety to the committee in line with legislation.

This role would be suited with someone who has experience in workplace safety and leadership.