



Golden Square Kindergarten

Welcome to Golden Square Kindergarten (GSK). GSK is an independent kindergarten by which the affairs of the kindergarten are managed by a Committee of Management. The Committee of Management is made up of parents who volunteer their time to provide support and guidance to GSK and also have an active role in the decision making processes within the kinder. The Committee of Management have a pivotal role in the governance of the kinder and without a Committee of Management the kinder is unable to operate.

This document provides an overview of the roles and responsibilities of the committee. There are 3 types of positions comprising the committee; executive, general members and Community Portfolio positions. Attached is a nomination form for the Committee of Management. Executive and General member positions are filled at the Annual General Meeting (AGM) each year.

Executive Positions

In order to run as an incorporated association the committee must have the following four executive positions filled.

President (Executive Committee Member)

The President is responsible for; chairing committee meetings and ensuring committee meetings are run smoothly and efficiently, coordinating the work of the committee, knowing and utilising the skills of each committee member, understanding the role of the committee and its authority, participating in effective communication and the decision making process.

Vice President (Executive Committee Member)

The Vice President assists the President and chairs meetings in the absence of the President.

Secretary (Executive Committee Member)

The Secretary is responsible for; all outgoing/incoming correspondence, preparing material for meetings (such as agenda's discussion papers, action sheets) and management of centre records.

Treasurer (Executive Committee Member)

The Treasurer works closely with the Administrator and they are responsible for; preparing budgets, managing receipts and banking of money, payment of expenses, managing bank accounts, providing monthly and annual reports, organising the financial audit and record keeping.



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General Member Positions & Sub Committee Members

Assistant Treasurer

This Assistant Treasurer provides support to the Treasurer. This role is filled by the Kindergartens Administrations Officer and therefore not up for public nominations.

Quality Improvement Program (QIP) Sub Committee

The aim of a QIP document is to help our centre self-assess our performance in delivering quality education and care, and to plan future improvements. The QIP also helps regulatory authorities with the assessment of the service.

Our QIP must be:

- updated at least once a year
- available on request by the regulatory authority or parents of a child enrolled or looking to enrol at the service

The QIP sub committee is made up of General Committee members, the Early Childhood Teachers from each group and the President who meet once a month an hour before our committee meeting online. The sub committee reviews the 7 Quality Areas of the National Quality Standards and helps keep the QIP document up to date.

Fundraising Sub Committee

The Fundraising sub committee is responsible for researching a variety of fundraising opportunities to raise funds for extra resources and improvement of facilities at GSK. The sub committee will present options at Committee Meetings for approval, and organise and coordinate fundraising activities once approved by the Committee. Members of this committee will be part of the General Committee.

Grants Sub Committee

The Grants sub committee is responsible for seeking grants applicable to GSK for specific building and grounds requirements or educational items. The sub committee will collaborate with staff to prepare documents to submit for grant applications. Members of this committee will be part of the General Committee.

Scholastic Book Club Coordinator

The Scholastic book club coordinator is responsible for writing all the children's names on order forms and giving them to educators to hand out. They are also responsible for collating orders and giving them to educators to hand out to families. They will also be responsible for any staff orders and keeping staff updated on the rewards total. **Attendance at Committee Meetings is optional.*



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Inventory Coordinator

The Inventory Co-ordinator is responsible for adding Teachers Resource Books and Kindergarten Children's Library books, and Readers to our Inventory List.

The register is to be maintained on premises on one of our computers linked to K drive. Or off premises on a USB stick to be updated regularly on our hard drive. There is an inventory book with instructions that gets handed to the person taking on this job. The list is be updated whenever new books get donated/purchased.

All books and their value owned by the kindergarten shall be listed in the register. All additions or deletions should be recorded by the committee member as they arise.

**Attendance at Committee Meetings is optional.*

General Committee Member

The role of a General Committee Member is to actively attend committee meetings and provide support to the committee. A General Committee Member may volunteer to assist with completing tasks that are actioned at committee meetings. General Committee Members have an active role in decision making process within committee meetings.

3 Year Community Portfolio Positions

3 Year Community Portfolio Positions were developed in 2016 to try to bring about some consistency to a committee of management that has historically had a yearly turnover. The positions will provide some consistency to the committee over a 3 year period and will be staggered yearly to avoid all members holding a Community Portfolio leaving at the same time.

The portfolio areas were developed to try to bring in specialised knowledge to the committee from members of the community.

Early Childhood Portfolio (Community Portfolio Position)

This position runs for three years and will focus on providing expertise and knowledge in the area of Early Childhood Education. This role requires someone who has demonstrated qualifications and experience in the Early Childhood Education sector. Responsibilities will include supporting the decision making of Golden Square Kindergarten Educators with best practice knowledge and current relevant literature/legislation.

Community Enterprise Portfolio (Community Portfolio Position)

This position runs for three years and will focus on the long term marketing and sustainability of Golden Square Kindergarten. This role requires someone who has



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demonstrated qualifications or experience in the areas of marketing, communications or business. Responsibilities will include assessment of the Kindergartens capital, implementation of strategies to increase capital value, planning for targeted media and marketing opportunities, and other strategies as directed.

Information Technology Portfolio (3 Year Community Portfolio Position)

This position runs for three years and will focus on the use of information technology as an educational tool/resource for children and educators. Responsibilities will include researching new and innovative ways to use technology within a kindergarten setting, advice around the use of relevant programs or apps, and the maintenance of the Golden Square Kindergarten web page and Facebook site.

How to become a Committee Member

Simply complete the nomination form (attached) and forward to GSK prior to the AGM or forward your nomination to the President at the AGM. Please note: You are able to self-nominate for a position on the committee however your nomination must be seconded by someone who has a child attending GSK. At the time of completing the nomination form if you **do not** have someone to second your nomination please submit your nomination and the President will make contact with you to make further arrangements in regards to your nomination.



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Golden Square Kindergarten Committee of Management – Nomination Form

For Position Descriptions please see our website
<https://www.goldensquarekindergarten.com.au>

Name:
Phone:
Mobile:
Email:

The position I am nominating for is, (please tick)

Executive

- President
- Vice President
- Secretary
- Treasurer

Ordinary Member

- Quality Improvement Plan (QIP) Sub Committee
- Fundraising Sub Committee
- Grants Sub Committee
- Scholastic Book Club Coordinator
- Inventory Coordinator
- General Committee

3 Year Community Portfolio Positions

- Early Childhood Portfolio
- Community Enterprise Portfolio
- Information Technology Portfolio

Nominated by:.....

Seconded by:.....

*Please return this form to either GSK prior to the AGM or forward to the
President at the AGM*