**Policy Number: 6**

**Management Committee Policy**

**Quality Area 7: Governance and Leadership**

**Standard 7.1** Governance supports the operation of a quality service.

**Element**: **7.1.2.** Management systems: Systems are in place to manage risk and enable the effective management and operation of a quality service.

**Standard 7.2** Leadership: Effective leadership builds and promotes a positive organisational culture and professional learning community.

Koninderie is a community based, non-profit preschool governed by an elected parent management committee. Staffing and operating policies are in accordance with the *Education and Care Services National Law* and the *Education and Care Services National Regulations 2011.*

The Management Committee’s role is to provide overall governance and management of the service.

They are the Approved Provider of the service and oversee the work of the Director, who is appointed to manage the day to day operations of the service in line with the strategic plan and policies set by the committee.

* It is advisable that members remain in the Management Committee for at least two years.
* The Management Committee are elected at the Annual General Meeting.
* It will consist of the office bearers and two other members of the Association.

The Office bearers will be

* President
* Vice President
* Treasurer
* Vice Treasurer
* Secretary
* Vice Secretary
* Fundraising Co-ordinator
* Uniform Co-ordinator

The Executive Committee will consist of:

* President
* Vice – President
* Treasurer
* Secretary

Please also refer to Koninderie’s Constitution.

**Responsibilities of the Committee Members**

According to CCSA (Community Connections Solutions Australia) “all members of the committee are to be responsible for the management and operation of the service and all members of the committee should be involved in significant decisions”.

“The responsibilities of the committee members include:

* Attending committee meetings and take part in decision making
* An understanding of the constitution, policies and procedures
* Be accountable for committee decisions
* Always declare any conflicts of interest
* Maintain confidentiality
* Ensuring any information gained is used properly and in the best interests of the service
* Ensuring that the service does not incur expenses or liabilities it cannot meet
* Accepting the decisions of the committee
* Developing and maintaining strong links with the local community”

(Page 4 CCSA Committee Guide March 2019)

In addition the Committee is responsible for:

* The general management and financing of the service to the standard approved by Department Education and Children’s Services (DECS).
* Employment of adequate and suitably qualified staff.
* Preparation and monitoring of the annual budget.
* Obtain suitable and relevant insurance policies.
* Organisation of fund-raising, working bees, etc.
* Maintenance of building, playground and equipment.
* Purchase of new equipment in consultation with the Director
* Preparation of forms and information for government and other bodies, e.g. Council, in consultation with the Director.
* Organisation of meetings as required under the Incorporation's Act.
* Preparation of monthly and annual financial statements and annual reports.

All members are responsible to the Incorporated Association and all must sign a **Confidentiality of Information** form

The Management Committee may delegate any of their powers to a committee of directors, the director, an employee or any other person.

Permanent staff members (full or part time) are not eligible to join the committee.

Contracted staff (including casuals) are eligible to join the committee, with the provision that their voting rights are waivered regarding staffing issues that may impact them. Contract/casual staffing arrangements are the responsibility of the Director. Instances will be noted in the 'conflict of interest register' for transparency.

**Meetings**

* The committee meets 9 times a year, usually on a week night from 6.30-8.30pm. This could change to a designated time, voted on at the AGM.
* All committee members are encouraged to attend meetings. If unable to attend a meeting the member should put in an apology to the committee’s secretary.
* If the committee member is absent (without advising the committee) from 3 consecutive meetings then their position may become vacant.
* Under the constitution, the committee is required to meet at least eight times a year during school terms.
* There must be at least 3 members of the committee for the meeting to take place
* The Director attends monthly meetings to present the Directors report.

**Roles**

***Ordinary Members***

Support the committee members by participating in discussions, decision making and support activities.

***President***

The President is responsible for the leadership of the committee and oversees the operation of the committee’s decisions. They ensure that the service is run in accordance with appropriate rules and regulations.

Specific responsibilities

* Prepare the agenda for the monthly meeting
* Prepare a monthly report for the committee meeting
* Chairperson of committee meetings and general meetings of the Association
* Prepare and deliver the annual report for the Annual General Meeting

**Vice-President**

The Vice President supports the role of the President and in their absence will chair the meetings of the Committee.

Specific Responsibilities

* Act as the Complaints Handling Officer
* Monitor the Maintenance of the service and
* Organise quotes or contractors for work that is to be completed

**Secretary**

*Responsible to:*

* The Incorporation Association.
* The Secretary is principal administrative officer of the Association.

Specific Responsibilities

* Incoming/outgoing correspondence and the recording of same.
* Arranging, notifying and recording meetings.
* Completing forms and information for government and other bodies.
* Be the liaison officer with community and government departments (including CCSA).
* Distribution of the minutes from meetings to committee members
* To record the minutes of meetings
* To keep copies of President's report, Treasurer's report and Director's report in the appropriate folders.
* Making available the official minute’s book to the Auditor at the end of each calendar year with the Treasurer's books.
* Reading the minutes of the previous meeting at each meeting.

**Assistant Secretary**

* The role of the Assistant Secretary is to help the Secretary in the execution of his/her duties.
* Check the committee emails.

**Treasurer**

*Responsible to:*

* The Incorporation Association.
* The Treasurer is responsible for the financial details of the service.
* This will involve overseeing and co-ordinating the finances by maintaining communications with THE director as well as CCSA who is employed to carry out these duties and provide regular reports to the treasurer.

Specific Responsibilities

* Oversee finances by maintaining communications with the Director and CCSA.
* The Director is employed to carry out financial duties

**Assistant Treasurer**

* The role of the Assistant Treasurer is to help the Treasurer in the execution of his/her duties.

**Uniform Co-ordinator**

*Responsible to:*

* The Incorporation Association.

*Duties and responsibilities:*

* Maintain uniform stock and inventory. (children and staff shirts and hats)
* Place uniform orders with: BRANDWORX [sales@brandworx.com.au](mailto:sales@brandworx.com.au)

Ph 42761184 47 Shellharbour Road, PORT KEMBLA

**Fundraising Co-ordinator**

*Responsible to:*

* The Incorporation Association.

*Duties and Responsibilities*

* Signatory on fundraising accounts.
* Present a monthly report to the management committee.
* Present fundraising issues to the committee meetings.
* To co-ordinate and delegate the organisation of fundraising events.
* To co-ordinate the collection and banking of all monies into the fundraising account.
* In consultation with the Director arrange for the distribution of funds.