



*MEENIYAN  
PRESCHOOL INC.*

***Committee of Management  
Manual***

**2024**

## Table of Contents

<a href="#">Welcome</a>	3
<a href="#">Kindergarten</a>	3
<a href="#">Community Based Management</a>	3
<a href="#">Purposes of the Association</a>	4
<a href="#">History</a>	4
<a href="#">Overview of the Association</a>	4
<a href="#">Meeniyah Preschool Incorporated Rules</a>	4
<a href="#">The Committee of Management</a>	4
<a href="#">Committee of Management - Key Functions</a>	5
<a href="#">Committee of Management Meetings</a>	5
<a href="#">The AGM</a>	6
<a href="#">Consumer Affairs Victoria</a>	6
<a href="#">Australian Charities and Not for Profit Commission (ACNC)</a>	
<a href="#">Overview of Education</a>	6
<a href="#">National Quality Framework</a>	6
<a href="#">Approved Provider</a>	7
<a href="#">Assessment and ratings</a>	7
<a href="#">Centre Finances</a>	8
<a href="#">Kindergarten Funding</a>	8
<a href="#">The Committee of Management as Employer</a>	8
<a href="#">Liability and Legal Duties of the Committee of Management</a>	9
<a href="#">Appendix 1 Code of Conduct</a>	11
<a href="#">Appendix 2</a>	
<a href="#">Australian Charities and Not for Profits Commission (ACNC) Responsible Persons Declaration</a>	13
<a href="#">Appendix 3 Committee of Management Positions Role Descriptions</a>	14
Role Description      President	14
Role Description      Vice President	14
Role Description      Secretary or delegate	15
Role Description      Treasurer or delegate	15
<a href="#">Appendix 4</a>	
<b>USEFUL CONTACTS</b>	16

## **Welcome**

Meeniyen Preschool Inc Committee of Management is an Incorporated Association. The Committee of Management operates under the Associations Incorporation Reform Act (2012) and is the legal entity responsible for the programs delivered at our Preschool.

The building is owned by South Gippsland Shire Council. Council contributes an annual maintenance grant of approximately \$3000. This grant pays for minor capital works and maintenance of the building and playground. Council officers do an annual maintenance inspection to ensure essential safety of the buildings and surrounds. Major capital works and repairs are the responsibility of Council. Council apply for grants from State or Federal Governments for any major work or construction deemed necessary. An external consultant conducts an annual playground inspection to ensure the outdoor equipment is compliant with State and Federal Government safety regulations.

## **Kindergarten Programs**

Two Kindergarten Programs are offered, being 30 hours per fortnight for both 4-year-old and 3-year-old groups. Both sessions run for 40 weeks per year - 4 school terms.

## **Community Based Management**

The decision making and governance exercised by the Committee of Management makes community-based management different from management in other early learning services that are privately owned or are managed by corporate early childhood education. The community-based management model has lots of advantages for families and our community including:

- The families using the service can have input into the decision-making processes of the organisation
- Members with a range of skills may be elected to the Committee of Management
- There is scope to encourage staff and family involvement and input into the centre's organisation and activities
- The Committee of Management is accountable to the membership of the organisation. The Model Rules for an Incorporated Association set out the means by which the membership can require accountability
- Because the management is drawn from the community, local issues are understood and can be responded to, making use of local resources
- As a non-profit organisation, any surplus is used to enhance the centre, and not directed to any one person or shareholders.

By joining the Committee of Management, you are making an important contribution to the wellbeing of children and families in our area, helping to strengthen our local community. It is an opportunity for you to connect with other committee members, to share and/or learn new information and skills and to have some fun along the way!

If you are interested in joining our Committee an Expression of Interest form is available for you to complete prior to our AGM. Once elected there is some Regulation paperwork to complete and return to our office for forwarding to the Department of Education.

Required forms to complete are:

Nomination Form, Police Check, WWCC, PA02, PA08 and Appointment as a Responsible Person for Meeniyen Preschool Inc.

These forms will be available following your election.

## **Purposes of the Association**

Meeniyán Preschool provides:

- an integrated, not for profit, community managed education and family support service for children and families from Meeniyán and surrounding areas;
- children with access to high quality integrated education that inspires and connects learning for life while supporting children to become confident involved learners and effective communicators, with a strong sense of identity, connection, belonging and wellbeing;
- safe, secure, supportive learning environments designed to foster a sense of belonging;
- support children to develop to their full potential;
- individualised strengths based support to children and families, working in partnership to build resilience, confidence and empowerment;
- assistance to development a sense of community and belonging in the neighborhood and surrounding areas;
- community members with access to readily obtain information and support; and,
- be responsive to the needs of the local community and promote coordination and collaboration with other community organisations through an integrated framework.

## **History**

Meeniyán Preschool has been operating as a not for profit sessional kindergarten since 1961 in this council owned building.

## **Overview of the Association**

### **The Model Rules for an Incorporated Association**

New Committee members should familiarise themselves with these Rules. It is a legal requirement that the Rules are followed. The Rules contain important information for Committee members about the operations and procedures of the association.

A copy of the Rules can be emailed to you or a copy is located in the office.

### **The Committee of Management**

The Committee of Management consists of dedicated and suitably skilled parent volunteers who have the time and dedication to attend meetings regularly and tend to tasks as required.

The Committee is elected at the Annual General Meeting (AGM) held in November.

Expressions of interest are encouraged to be completed following the information session for new parents, prior to the AGM.

The following positions on the Committee to be filled are:

- President
- Vice President
- Secretary
- Treasurer
- General members including:
  - Fundraising Sub Committee
  - Policy Review Officer
  - Quality Improvement Plan Officer:

- Maintenance officer
- Grants Officer
- Community Liason

See appendix 3 for description of these positions.

### **Committee of Management - Key Functions**

The Committee of Management is the legal entity that takes overall responsibility for running the affairs of Meeniyan Preschool, including governance and strategic directions of the service, and, monitoring the service.

The Committee of Management holds the Provider Approval of Meeniyan Preschool service under the Education and Care Services National Law 2010. The Committee is the legal entity that has external relationships with all relevant parties, organisation or government bodies.

The Committee of Management employs a Director and an Administrator who are responsible for the day to day running of the services and regulatory reporting

The key functions of the Committee are to:

- monitor the overall management of Meeniyan Preschool through ongoing evaluation and strategic planning
- ensure Meeniyan Preschool operates effectively with regular documented communication, while working within our Government regulations and our policies
- plan, monitor and manage the finances of Meeniyan Preschool
- ensure Meeniyan Preschool complies with all relevant Government rules, regulations, service and funding agreements
- Maintain accurate records in line with legal and financial legislative record keeping requirements
- Employ staff in line with current industrial obligations
- Develop and review policies in collaboration with families and staff, relevant stakeholder, peak bodies and regulatory authorities
- Encourage the involvement of all families at Meeniyan Preschool both in person and via communication in Owna
- Negotiate with outside bodies as required regarding funding, grants etc.
- Ensure the tasks of any Sub-Committees are carried out in an effective way and in a manner that encourages input and involvement from both families and staff
- Ensure meetings are planned appropriately, and that record keeping systems are in place as per regulatory requirements.

### **Committee of Management Meetings**

- The Committee meets at least 4 times a year, the current schedule for Committee meetings can be provided by the Secretary.
- If a member cannot attend a meeting a Proxy can be organised as per the Model Rules.
- A quorum is required for a Committee meeting to conduct any business. A quorum is at least 5 voting members.
- Each Committee member has 1 vote

- A motion is carried if a majority of Committee members present vote in favour
- If votes are divided equally on a question the President of the Committee has a second or casting vote
- Minutes must be scribed and saved with the agenda following each Committee meeting
- Procedures and guidelines for conducting Committee meetings including notice of meetings, voting and recording, and agendas and minutes are available online.

The Meeniyian Preschool **AGM** must be convened within 5 months after the end of the financial year. Meeniyian Preschool's end of financial year is 30 June as adopted by our Model Rules for an Incorporated Association.

At the AGM

- the Committee must present the financial statements and an annual report on the activities of Meeniyian Preschool;
- the minutes of the previous AGM and any special general meetings that have been held must be presented and confirmed;
- members of the Committee are elected.

### **Consumer Affairs Victoria**

As an Incorporated Association Meeniyian Preschool Inc is regulated by Consumer Affairs Victoria (CAV), The CAV requires the Committee to:

- Hold an AGM within 5 months of end of financial year;
- Prepare and submit an annual statement/report and financial statement;
- Oversee the financial affairs/financial reporting;
- Keep a register of members and records;
- Inform CAV of any changes, e.g. change of Secretary/office bearer.

Follow this link for more information [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

### **Australian Charities and Not for Profit Commission (ACNC)**

Meeniyian Preschool is registered as a charity with the Australian Charities and Not for Profit Commission (ACNC). More details about Committee of Management responsibilities to the ACNC can be found [here](#). They include notifying ACNC of changes, submitting annual financial reports and meeting governance standards.

### **Overview of Education**

#### **National Quality Framework**

Services currently operated by Meeniyian Preschool are required to operate within the National Quality Framework (NQF). Meeniyian Preschool is expected to meet the requirements of:

- The *Education and Care Services National Law Act 2010* (the National Law)
- The Education and Care Services National Amendment Regulations Feb 2018 (the Regulations)
- The National Quality Standards (latest update Feb 2018)

Australian Children’s Education and Care Quality Authority (ACECQA) is the national independent statutory body that governs the implementation of the National Quality Framework (NQF). ACECQA monitors and promotes nationally consistent application of the Law. The ACECQA website [www.acecqa.gov.au](http://www.acecqa.gov.au) has information about the NQF, a list of recognised educator and teacher qualifications, and all the relevant application and notification forms the services may be required to complete.

In Victoria the Regulatory Authority is the Victorian Government Department of Education & Training (DET) and their role is:

- Granting service and provider approvals;
- Overseeing the quality assessment and rating process;
- Ensuring education and care services meet the requirements of the national law and national regulations;
- Investigating complaints or concerns raised with the department about a children's service. DET employ authorised officers based in regional offices.

Our Regional Office is for the Gippsland area is in Moe.

The [DE&T website](#) has information for service providers about all aspects of regulation and quality assessment including many fact sheets and resources that support services implementing the NQF in Victoria.

[www.education.vic.gov.au](http://www.education.vic.gov.au) > Early Childhood > Service Providers

### **Approved Provider**

Under the National Law Meeniyān Preschool has Provider Approval of children’s services.

The Provider Approval number is **PR-000 2005**. The Committee must elect at least one person to be the Approved Provider who has management or control and is responsible for the delivery of the education and care. This is done at our AGM.

Meeniyān Preschool Service Approval number is **SE 0000 3953**

Under this provider approval, Meeniyān Preschool currently holds service approvals for Sessional Kindergarten.

Under this approval, the Meeniyān Preschool Committee of Management agrees to:

- Accept the responsibilities and understands obligations associated with operating the Service,
- Be satisfied at any time that the service is in compliance with the National Law,
- Accept responsibility to promptly remedy or repair any identified risky or non-compliant areas/activities.

The Approved Provider must notify DET of any serious incidents or complaints or when there is a change to the person/s with management and control or the nominated supervisor. More information and the responsibilities of the Approved Provider is available in the [Guide to the National Law and Regulations](#).

### **Assessment and ratings**

As part of a continuous improvement cycle any services managed by Meeniyān Preschool that come under the National Law are assessed and rated against the NQS. Service practice is assessed by DET across 7 Quality Areas.

The service receives a rating in each Quality Area and an overall rating. The rating categories are:

- Excellent
- Exceeding National Quality Standard
- Meeting National Quality Standard
- Working Towards National Quality Standard

- Significant Improvement Required

An Excellent rating is a separate process and is awarded by ACECQA.

As part of this process it is the Committee of Management's responsibility to ensure that Meeniyān Preschool service has a Quality Improvement Plan (QIP) in place. This plan is based on a self assessment in the 7 Quality Areas.

The Director will provide the Committee of Management with a progress report each term and will lead a process of reviewing the QIP annually. The QIP is developed with input from staff, Committee of Management, families, the local community (where relevant) and children.

Meeniyān Preschool Rating and Assessment was completed on 6 December 2021 and our rating is meeting NQS. This report is available in the office for all members to view.

More information about the assessment and ratings process can be found on the ACECQA website [here](#)

### **Centre Finances**

Meeniyān Preschool has a duty of care to operate within budget constraints and to monitor the finances of the service to ensure current and future viability to prevent the risk of trading insolvent.

Each year the Committee of Management must ensure that an annual budget is developed and financial performance of the service monitored on a regular basis.

A current financial report will be presented at each Committee of Management meeting for the Committee of Management to discuss and receive.

### **Kindergarten Funding**

The Committee of Management receives funding from the Victorian and Federal Government towards the costs of our funded kindergarten programs. Meeniyān Preschool has a service agreement with DET which sets out the terms and conditions of the funding.

For more information see [the Kindergarten Guide](#)

### **The Committee of Management as Employer**

The Meeniyān Preschool Committee of Management is the employer of all staff and must ensure that staff have:

- Clear and appropriate position descriptions
- Appropriate pay and conditions
- Letter of appointment
- Induction and orientation process
- Equal opportunity
- A safe and healthy work environment
- Training and professional development
- A clear and fair process for appraisal

The instruments that are used to employ staff at Meeniyān Preschool are:

Victorian Early Childhood Teachers and Educators Agreement 2020 (VECTEA).

The Director provides ongoing support for the Educators. The Committee of Management conducts an annual review and professional development plan with the Director and engages in regular meetings.

Meeniyān Preschool has access to Early Learning Association of Australia (ELAA) employer support organisation which provides up to date information about all aspects of employment and industrial advice.



## **Liability and Legal Duties of the Committee of Management**

Meeniyān Preschool has a proactive approach to risk management and has comprehensive insurance policies in place.

As required by the Associations Incorporation Reform Act (2012) Meeniyān Preschool provides indemnity to Committee of Management members for any liabilities they incur when carrying out their duties as an officer holder (so long as the liability was incurred in good faith and to the extent that Meeniyān Preschool assets cover the liability).

For more information see the following resources from Justice Connect:

- *Running the Organisation – Governance, Rules or Constitution, Holding Meetings, Documents and records, Toolkits and Guides* [here](#)

As a member of the Committee of Management you have a responsibility to comply with four basic legal duties. These duties are basic ethical principles and you may think of these as common sense and carry them out without even noticing that you are. It is important to note however that they are a legal requirement and in the highly unlikely event of the Committee of Management encountering legal issues, failing to meet these or acting outside of the Rules, can result in penalties or loss of protection from personal liability. Committee of Management members cannot delegate their legal duties to paid staff.

The four duties are:

- to act in good faith;
- to act with reasonable care and skill;
- not to improperly use information or position, and
- to disclose and manage conflicts of interests.

### ***Duty to act in good faith and for a proper purpose means:***

- Acting honestly, fairly, loyally when making decisions
- Making sure that decisions and actions taken are what is best for the membership as a whole, not what is best for a Committee of Management member personally, or for an alliance within the centre
- Staying within the purposes of Meeniyān Preschool (as set out in the Rules).

### ***The duty to act with reasonable care and skill means:***

- Taking your role seriously, making use of your skills and experience, taking time to make decisions, and monitor activities, strategic direction and financial position of the organisation
- Decisions need to be thought through and reasoned not reckless and ill-informed
- Preventing insolvent trading i.e. ensuring that the organisation can pay its current debts when they are due.

As a Committee of Management, we need to make reasonable decisions but this does not mean that they will always be perfect decisions. We just need to make sure that we consider the issues carefully and seek external professional advice when necessary.

### ***The duty not to improperly use information or position means:***

- It is not appropriate to “pull strings” in the organisation for someone, or another organisation.
- Maintaining confidentiality at all times.
- Using information in the way it was intended – it’s primary intended purpose.

- Not mistaking a friendly and collaborative environment to mean that information can be shared with everyone.

***The duty to declare and manage conflict of interest means:***

- Disclosing any conflict of interest where you or a close friend or family members may have a vested interest or something to gain
- Recording this conflict of interest
- Not being present when the issue is discussed or voted on (and recording the time the member with the conflict of interest left and returned to the meeting)

A conflict of interest is the identification of a potential opportunity to use your position as a Committee of Management member to influence a decision for personal interest or gain for yourself or someone you are close to.

The Committee of Management members make decisions that are in the best interest of Meeniyān Preschool and not just in the best interest of the organisation you are representing, and issues of confidentiality and conflict of interest must be considered.

## CODE OF CONDUCT QUALITY AREA 4

### ATTACHMENT 3. CODE OF CONDUCT FOR PARENTS/GUARDIANS, STUDENTS, VOLUNTEERS, CONTRACTORS AND VISITORS

I commit to contributing to creating an environment at Meeniyān Preschool that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (*refer to Definitions*) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

#### Relationships with children

In my relationships with children, I commit to:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

#### Relationships with the approved provider, persons with management and control, nominated supervisor, staff and others

In my relationships with the approved provider, nominated supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the *Code of Conduct policy*
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the *Privacy and Confidentiality policy*
- following the directions of staff at all times
- treating the early childhood environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.

**APPENDIX 1**

**ATTACHMENT 3. CODE OF CONDUCT POLICY ACKNOWLEDGEMENT FOR PARENTS/GUARDIANS, STUDENTS, CONTRACTORS AND VOLUNTEERS**

I hereby acknowledge that on 26 November 2024, I received a copy of the *Code of Conduct policy* for Meeniyan Preschool.

I have read this policy and understand its contents. I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst my child is attending Meeniyan Preschool.

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the *Code of Conduct* may lead to limitations being placed on my attendance at the service.

\_\_\_\_\_  
Signature Name (please print) Date

\_\_\_\_\_  
Witness signature Name (please print) Date

Thank you for your contribution to making Meeniyan Preschool an open, safe, welcoming and friendly environment.



MEENIYAN PRE SCHOOL INC.

95 Whitelaw St  
Meeniyán Vic. 3956

03 5664 7316

[meeniyán@kindergarten.vic.gov.au](mailto:meeniyán@kindergarten.vic.gov.au)

[meeniyánpreschool.com](http://meeniyánpreschool.com)

ABN: 63830358027

26 November 2024

Dear \_\_\_\_\_

**Appointment as a responsible person for Meeniyán Preschool Inc.**

Congratulations on your appointment to the governing body of **Meeniyán Preschool Inc.**

In your role, you have a special opportunity to contribute to the work and life of **Meeniyán Preschool Inc.** Being a committee member can be challenging at times, but it can also be a rewarding way to help **Meeniyán Preschool Inc.** achieve its charitable purpose.

As a member of the committee of a charity registered with the Australian Charities and Not-for-profits Commission, you have duties and responsibilities that come with your role. You may also have other obligations and duties to other government agencies or under other laws.

The ACNC governance standards set core, minimum governance standards that all charities must meet. Governance standard five requires that charities take reasonable steps to make sure that the members of their governing body know and understand their legal duties and carry out their duties. These duties generally require you to be careful and conscientious in your role and to act with common sense and integrity.

The duties are:

- **To act with reasonable care and diligence.** You must exercise your powers and duties with the care and diligence that a reasonable person would if they were in your place.
- **To act in good faith in the best interests of the charity and for a proper purpose.** When acting as a committee member you must make decisions that are in the best interest of the preschool to further its charitable purpose.
- **Not to improperly use information or position.** Any special knowledge that you gain as a committee member must only be used for the benefit of the preschool and never to further personal or other interests. Similarly, you must not use your position to improperly gain an advantage for yourself or someone else, or cause detriment to the preschool.
- **To disclose conflicts of interest.** If your duty to act in the best interests of the preschool is in conflict with (or may conflict with) your personal interests you must disclose this responsibly by completing the Conflict of interest disclosure statement.
- **To ensure that financial affairs are managed responsibly.** Ensure that there are systems and processes in place that ensure that the preschool's resources are being

effectively put towards the preschool's charitable purpose and are protected from misuse.

- **Not to allow the charity to operate while insolvent.** You must ensure that the preschool can pay its debts when they are due or will become due and that it does not continue to operate if it cannot pay its debts.

Knowing and carrying out your duties as a committee member helps **Meeniyan Preschool Inc.** to carry out its charitable purpose and protects its resources against misuse. You can find more information about the duties of those who manage charities on the ACNC's website ([www.acnc.gov.au](http://www.acnc.gov.au)) or in the ACNC's guide *Governance for good*.

If you have any concerns about meeting these duties, talk to the Director or contact the ACNC for information. Remember that there are resources available and people who can help you to better understand and meet your duties.

Congratulations again on your appointment as a committee member **Meeniyan Preschool Inc.**

I, [name] .....

of [address] .....

declare that:

- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth), and,
- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.

While I am a responsible person for Meeniyan Preschool..... I agree to notify this preschool as soon as possible if I do become disqualified from managing a corporation within the meaning of the Corporations Act 2001, or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).

Declared at:

Meeniyan Preschool .....

On: [date] .....

Signature: .....

Name: .....

Position: .....

### **Appendix 3 Committee of Management Positions Role Descriptions**

#### **Role Description          President**

The Presidents role is to ensure that the Committee of Management functions effectively and to ensure that the affairs of Meeniyan Preschool are managed effectively. An important part of the Presidents role is communicating with people. The President monitors tasks through to completion and workloads are reasonable. It is important that they ensure the tasks of the Committee of Management are carried out in an effective way and in a manner that encourages input and involvement from both members and staff.

#### **Responsibilities:**

- Convene and chair Committee of Management meetings in accordance with the Rules,
  - ensuring that informed decisions are made, actions are recorded and followed up and workload is shared
  - ensuring that meeting processes allow everyone to have a say
  - ensuring meetings run smoothly and in an efficient manner
- Ensure minutes and financial reports are correct and signed copies at each meeting
- Ensure the service is meeting all legal and accountability requirements
- Ensure the affairs of the service are being managed appropriately
- Ensure that Meeniyan Preschool policies are current and reviewed
- Work closely with and maintain effective working relationships with other Committee of Management members and the Administrator
- In conjunction with the Committee of Management provide support and supervision to the Director
- Ensure staff support mechanisms are in place
- Ensure a good flow of communication between the Committee of Management, the staff and the families
- Encourage the involvement of members of Meeniyan Preschool
- Negotiate and liaise with other organisations and act as the official representative of the Meeniyan Preschool when required
- Work closely with and maintain effective working relationships with the Committee of Management Executive and other Committee of Management members.

## **Role Description      Vice President**

The Vice President role is to support the President in their role and take on the responsibilities in their absence. Staff Appraisals, organise additional/New Staff if required, Staff Replacement – backfill for leave.

### **Responsibilities:**

- Support the President in their role
- Work closely with and maintain effective working relationships with the Committee of Management Executive and other Committee of Management members.
- In the absence of the President
  - Convene and chair Committee of Management meetings in accordance with the Rules,
    - ensuring that informed decisions are made, actions are recorded and followed up and workload is shared
    - ensuring that meeting processes allow everyone to have a say
    - ensuring meetings run smoothly and in an efficient manner
  - Ensure the service is meeting all legal and accountability requirements
  - Ensure the affairs of the service are being managed appropriately
  - Ensure that Meeniyah Preschool policies are current and reviewed
  - Work closely with and maintain effective working relationships with other Committee of Management members and the Administrator
  - In conjunction with the Committee of Management provide support and supervision to the President
  - Ensure staff support mechanisms are in place
  - Ensure a good flow of communication between the Committee of Management, the staff and the families
  - Encourage the involvement members of the Meeniyah Preschool
  - Negotiate and liaise with other organisations and act as the official representative of the Meeniyah Preschool when required.

## **Role Description      Secretary or delegate**

The Secretary reports to and is the point of contact for Consumer Affairs Victoria. The Secretary organises meetings, deals with documents and maintains the records of the association.

### **Responsibilities**

- In consultation with the Committee of Management and in accordance with Meeniyah Preschool's constitution organise all meetings including Committee of Management meetings, Special General Meetings and Annual General Meetings including
  - Preparation and distributing notices of meetings and agendas
  - Taking, distributing and storing minutes - ensuring that all decisions and follow up actions are clearly recorded and that Business Arising matters are addressed
- Receive applications for membership and ensure maintenance of the members register
- Recording incoming and outgoing correspondence and writing letters on behalf of Meeniyah Preschool
- Note relevant documents or forms, including with Consumer Affairs Victoria and the Australian Charities and Not for Profit Commission
- Ensure that records of the association are kept and stored appropriately including correspondence, records of meetings, financial reports and documents lodged with Consumer Affairs Victoria
- Work closely with and maintain effective working relationships with the Committee of Management Executive and other Committee of Management members.



## **Role Description      Treasurer or delegate**

The overall role of the Treasurer is to monitor the finances of the service and to ensure members of the Committee of Management are informed of the financial status of the service.

- A realistic annual budget is prepared
- The budget is presented to the Committee of Management for approval and monitored as deemed necessary
- The Committee of Management is assisted to understand the financial state of the service
- Income and expenditure statements are presented to the Committee of Management each Committee meeting
- The service meets its financial accountability requirements
- Ensure that the financial records of the Association are kept in accordance with the Act; and
- Coordinate the preparation and lodgement of the financial statements of the Association and their certification by the Committee of Management prior to their submission to the annual general meeting
- Work closely with and maintain effective working relationships with the Committee of Management Executive and other Committee of Management members.

## **Role Description General members roles include:**

- **Fundraising Sub Committee** – Coordinate and manage Fundraising
- **Policy Review Officer** – reviewing due date Policies
- **Quality Improvement Plan Officer**: to assist providers to self-assess performance in the delivery of quality education and care, and to plan future improvements. The QIP also helps regulatory authorities with the assessment of the service.
- **Maintenance officer**: to organise general maintenance of kindergarten and garden and coordinating working bees
- **Grants Officer**: applies for grant money
- **Community Liason Officer** - to involve and communicate with our local community groups

## Appendix 6

### USEFUL CONTACTS

#### Approved provider responsibilities

*Compliance with Education and Care Services National Legislation, service approvals, provider approvals, serious incident reporting, assessment and rating*

Department of Education and Training	<a href="http://www.education.vic.gov.au">www.education.vic.gov.au</a>	1300 307 415
Regional Office Gippsland Area		(03) 5127 0400
Australian Children’s Education and Care Quality Authority (ACECQA)	<a href="http://www.acecqa.gov.au">www.acecqa.gov.au</a>	1300 422 327

#### Incorporation and governance

Consumer Affairs Victoria	<a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a>	1300 55 81 81
Australian Charities and Not-for-profits Commission	<a href="http://www.acnc.gov.au">www.acnc.gov.au</a>	13 22 62

#### Employer responsibilities

*Federal awards, employment conditions, wage rates, enterprise agreements*

*VECTEA 2016 (Victorian Early Childhood Teachers and Educators Agreement 2016)*

<https://www.fwc.gov.au/document/agreement/AE419502>

Fair Work	<a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a>	13 13 94
-----------	--	----------

*Industrial advice:*

Early Learning Association Australia	<a href="http://www.elaa.org.au">www.elaa.org.au</a>	1300 730 119
--------------------------------------	--	--------------

*Unions:*

Australian Education Union (AEU) Branch)	<a href="http://www.aeuvic.asn.au">www.aeuvic.asn.au</a>	1800 013 379 (Victorian
---	--	-------------------------

#### Occupational Health and Safety and Workcover

Worksafe Victoria	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>	1800 136 089
Safe Work Australia	<a href="http://www.safeworkaustralia.gov.au">www.safeworkaustralia.gov.au</a>	1300 551 832

#### Equal Opportunity and Discrimination:

Victorian Equal Opportunity and Human Rights Commission	<a href="http://www.humanrightscommission.vic.gov.au">www.humanrightscommission.vic.gov.au</a>	1300 292 153
---	--	-----------------

Australian Human Rights Commission	<a href="http://www.humanrights.gov.au">www.humanrights.gov.au</a>	1300 369 711
------------------------------------	--	--------------

#### Legal advice:

Victoria Legal Aid	<a href="http://www.legalaid.vic.gov.au">www.legalaid.vic.gov.au</a>	1300 792 387
--------------------	--	--------------

#### Inclusion:

FKA Children’s Services	<a href="http://www.fka.com.au">www.fka.com.au</a>	(03) 9428 4471
-------------------------	--	----------------