

Committee Role Descriptions

President – president@boroondarapreschool.vic.edu.au

- Overseeing the Committee and ensuring it runs effectively
- Chairs the monthly meetings of the Committee
- Responsible for ensuring all parents are informed about the service and decisions made
- Assists Treasurer with budget and any financial issues
- Provides support for the Staff and manages staffing issues
- Reviews staff contracts and amend as necessary
- Assists Staff Liaison Officer with performance reviews
- Provides report for the Committee and Newsletter
- Presenting the annual report at the AGM
- Responsible with Secretary for DEECD forms and other data collection as required
- Ensure compliance with requirements of DET and Council
- Ensure compliance with Reportable Conduct Scheme as Head of Organisation
- Assist with recruitment processes
- Preparation of the Parent Satisfaction Survey

Vice-President – vicepresident@boroondarapreschool.vic.edu.au

- Chairs meetings in absence of the President
- Provides support and assistance to the President
- Coordinates and communicate policy updates and revisions with teachers, the committee and families
- Maintains policy review register to ensure policies are reviewed on a scheduled cycle in accordance with ELAA's policies updates
- Provides report to the monthly committee meetings to endorse policies prior to publishing them on the preschool website
- Authorise staff roster changes and reviews fortnightly staff timesheets
- Organise relief staff with external relief agencies
- Assist with recruitment processes

Secretary & OH&S Officer– secretary@boroondarapreschool.vic.edu.au

- Public Officer
- Responsible with President for DEECD forms and other data collection as required
- Prepares agenda and records minutes of all meetings
- Maintain calendar of events for the Committee, staff and parents
- Co-authorises payments in CommBiz
- Completes Emergency Management Plan and other OH&S related activities
- Maintains the OH&S standards at the Preschool
- Prepare and store AGM information pack

Treasurer – treasurer@boroondarapreschool.vic.edu.au

- Sets budget in conjunction with President and Bookkeeper
- Prepares proposal for fees and donations for next budget year in consultation with the other Executive members to ensure financial viability of the kinder
- Organise update of bank authority as well as CommBiz access for new executive members alongside President (both to have banking authority)
- Issue fee invoices in conjunction with Bookkeeper and produce receipts (where required).
- Prepare donation letters each term to collect donations from parents
- Follow up families for payment of fees
- Report and pay quarterly BAS in conjunction with the Bookkeeper
- Management of bank accounts – checking monthly statements
- Process invoices and online payments
- Provides report to the Committee at each monthly meeting to advise current financial status of Boroondara Preschool
- Coordinates annual insurance renewal and liaise with the Committee to review insurance cover annually

Staff Liaison Officer – staffliaison@boroondarapreschool.vic.edu.au

- Liaises with staff and acts as their Committee representative
- Maintains confidential files for each staff member
- Provides support to the teaching staff by ensuring they have the necessary resources, and relaying any concerns or needs
- Acknowledges significant events and organises gifts as per the policy
- Prepares contract for each staff member for the following year
- Involves in recruitment processes and inductions for new employees
- Completes probation reports for new employees

Enrolments Officer – enrolments@boroondarapreschool.vic.edu.au

- Responsible for enrolment policy, forms, documents and enquiries
- Coordinates enrolments in conjunction with Boroondara Kindergarten Central Registration Scheme
- Keeps accurate records of enrolments
- Attends Kindergarten Central Registration Representative Group meetings
- Presents a report to Committee at each meeting
- Liaises with the Bookkeeper and Treasurer to track payments of fees
- Sends enrolment deposit invoices to families for the following year
- Sends additional hours fee invoices to applicable families each term
- Assists bookkeeper with Invoices fees for each term

Grants Officer – grants@boroondarapreschool.vic.edu.au

- Liaises with the Staff and Committee regarding project priorities
- Identify grant opportunities from a variety of sources (e.g. Council, Government, Banks or other support programs)
- Writes and manages applications, including completion of project acquittals
- Oversees the implementation of the grant, ensuring the grant funding is used for its intended purpose and within the grant amount.

Marketing Officer- marketing@boroondarapreschool.vic.edu.au

- Plans, prepares and coordinates the Preschool Open Day
- Liaises with Nelson Alexander - Kew & Fletchers Real Estate (through Caroline at Head Office in Canterbury) to organise advertising photo boards when required
- Collate text, photo and video material from committee and staff for news articles
- Create and post articles on News Blog website and moderate feedback
- Produce quarterly PDF newsletters where required

Social Events/Fundraising Officer – socialevents@boroondarapreschool.vic.edu.au

- Lead social activities for the preschool including but not limited to Welcome and Christmas events
- Coordinate with the Grants Officer any events secured via grants
- Lead fundraising activities and ask surrounding communities/ business for donations.
- Annual Bunnings sausage sizzle (Our Biggest Fundraiser to date)
- Coordinate Mother's Day and Father's Day (Special Person) raffles
- Plan other appropriate fundraising activities throughout the year, these may include but are not limited to Grilled Local Matters Jar, events at the Boroondara Primary School such as bake sales on election days and fate stalls or events at the Pre-school itself such as a disco.
- Coordinate committee Annual Christmas dinner and events that encourage our communities families to gather throughout the year such as coffee catch ups and play dates at parks

Maintenance – maintenance@boroondarapreschool.vic.edu.au

- Coordinates working bees, including organising materials and equipment
- Liaises with staff and or council regarding maintenance or new works
- Organise tradespeople as required for maintenance or new works at the preschool
- Manages general maintenance and repair issues as they arise

IT Officer – it@boroondarapreschool.vic.edu.au

- Administrate core IT services for staff and committee
- Maintain website content and regulate public access
- External contact person for all IT related services
- Lead and implement IT improvement projects
- Provide IT support for staff and Committee

Translating Officer- translation@boroondarapreschool.vic.edu.au

- Liaises with Committee to translate documents as required
- Must be fluent in both English and Chinese
- Email access and home computer is required for this role

Uniform Officer – uniforms@boroondarapreschool.vic.edu.au

- Collates uniform orders
- Maintains Stock