



# THORBURY KINDERGARTEN

## COMMITTEE OF MANAGEMENT ROLES

### COMMITTEE EXECUTIVE

- P2 President
- P3 Vice-President
- P4 Secretary
- P5 Treasurer

### GENERAL COMMITTEE

- P6 Enrolments Representative
- P7 Communications Representative
- P8 Offsite Programs Representative
- P9 OH&S Representative
- P10 Merchandising Representative
- P11 Sustainability Representative
- P12 Staff Liaison Representative
- P13 Policy Representative
- P14 Fundraising Coordinator
- P15 Grants Representative
- P16 Cultural Events and Inclusion Representative
- P17 General Representative

### NON-COMMITTEE ROLES

- P18 Garden Guru
- P18 Working Bee Coordinator
- P19 Class Social Reps
- P19 Fundraising Helpers
- P20 Maintenance Helpers
- P20 Graphic Design Helper

**i** Committee Meetings are usually held on the 3rd Tuesday of each month

**i** Basic computer skills are required for most committee roles (TK uses Microsoft Office 365) however training and support is provided

**i** All Committee members and some of the Non-Committee roles listed are required to hold a current Working with Children Check or VIT registration. Executive Committee members are additionally required to have a Police Check

<i>President</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>5-6 hours per week</b> (including regular meetings with the Director during business hours).</p> <p>The President will sometimes need to be available at short notice to respond to urgent developments (i.e. for phone calls or after-hours online meetings)</p>	<ul style="list-style-type: none"> <li>• Lead the Committee of Management (CoM) to support the kindergarten’s operation and growth</li> <li>• Work with the Director to ensure effective CoM support, meeting with Director regularly</li> <li>• Understand governance compliance requirements (supported by Director)</li> <li>• Support general committee members, in particular those roles that report directly to the President</li> <li>• Chair monthly meetings and ensure all decisions are carried in a way that is fair, respectful and democratic</li> <li>• Attend some staff meetings, lead sub-committee groups for identified key projects as required</li> <li>• Attend bi-monthly City of Darebin Committee Network evening meeting where possible.</li> <li>• Communicate with the community via email, newsletter and face-to-face on key updates</li> <li>• Be a point of contact for staff, families and committee members as required</li> <li>• Preparing for changes in early childhood education sector (including funding and legislation), assessing impacts, and having strategies in place to ensure Kinder viability and continued growth (supported by the Director and CoM)</li> </ul>	<ul style="list-style-type: none"> <li>• Providing clear leadership for the CoM and kinder community</li> <li>• Demonstrating a dedication to the Thornbury Kinder <a href="#">philosophy</a></li> <li>• Creating a friendly and professional atmosphere within meetings</li> <li>• Networking within the community and sector</li> <li>• Willingness to lobby at local, state and federal levels</li> </ul>

From the perspective of the regulator, the President is the Approved Provider for the kindergarten. This means that it is the role of the President to ensure that all regulatory obligations are being met. These requirements will be outlined by previous President and supported by the Director, dedicated staff roles and Executive CoM Members to ensure they are successfully met.

<i>Vice-President</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>2-3 hours a week.</b></p>	<ul style="list-style-type: none"> <li>• Supports the President, including chairing meetings when the President is not in attendance</li> <li>• Reviewing roles and responsibilities of committee members</li> <li>• Overseeing insurance matters for the kindergarten</li> <li>• Conducting annual archiving for the kinder</li> <li>• Preparing handover documentation for the incoming Committee</li> <li>• Oversee the Annual Strategic Plan development and implementation (currently 2023-2028)</li> <li>• Acting as the main point of contact for the Child Safety Support Officer</li> <li>• Attend bi-monthly City of Darebin Committee Network evening meeting where possible</li> <li>• Support and follow up with any general Committee roles that report directly to the Vice-President</li> <li>• Coordinate Parent Information Nights at the Kindergarten</li> <li>• Further opportunities to help in various capacities, reviewing policies, assisting at working bees, ad-hoc projects etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Being eager to assist kinder leadership and fill in gaps as required</li> <li>• Carrying out the vision of the President and Director</li> <li>• Providing clear leadership where President is absent</li> <li>• Being approachable and supportive of group members</li> </ul>

## Secretary

### Time Required:

The time spent in this role varies from week to week, depending on what needs to be done.

On average it requires **2-3 hours a week**.

Most communication between meetings taking place by email.

## Roles & Tasks

- Creates and sends out the agenda for the monthly Committee meetings
- Takes the monthly meeting minutes and notes the actions
- Coordinates the Committee's kinder calendar of events, including forward planning for the year
- Maintains the list of annual Committee actions and follows up to ensure vital tasks are completed
- Acts as the main contact point between the kinder and non-financial organisations including Consumer Affairs Victoria, Australian Children's Education & Care Quality Authority (ACECQA) who regulate Incorporated Associations.
- Attends bi-monthly City of Darebin Committee Network evening meetings where possible
- Prepares the documentation for the Annual General Meeting (AGM) and takes a lead role in organising this event
- Supports and follows up with any general Committee roles that report directly to the Secretary

## Skills & Systems

- Being organised and planning ahead to ensure deadlines are met
- Following up to ensure tasks are completed, in a kind and clear manner
- Some basic skill in maintaining documents and spreadsheets desirable

## *Treasurer*

### **Time Required:**

The time spent in this role varies from week to week, depending on what needs to be done.

On average it requires **3 hours a week**, with peaks at certain times of the year.

The Treasurer must be available to approve bank payments as required.

## Roles & Tasks

- Works closely with ASK Bookkeeping Services (ASK), the company who provides our Accounting and Fee Management Service
- Is the main approver for electronic payments (and cheques if required) and authorises payments alongside another approver
- The Treasurer monitors income and expenditure monthly to make sure we are tracking to budget and prepares a short report to the committee each month
- The following year budget is set by the Treasurer and approved by the committee
- Works with the Staff Liaison Representative around any pay matters and recruitment of new staff
- Supports and follows up with any general Committee roles that report directly to the Treasurer

## Skills & Systems

- Book-keeping, accounting or small business experience is highly desirable, though not essential
- Ability to read financial documents and utilise spreadsheets
- Able to assess the financial status of the kinder and advise the President and Director accordingly

<i>Enrolments Representative</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1-2 hours a week</b>, with peaks at certain times of the year.</p>	<ul style="list-style-type: none"> <li>• Ensure that the Director and Treasurer are kept informed of any changes to enrolments during the year</li> <li>• Communicating with the City of Darebin Centralised Waiting List staff when changes to enrolments occur or to enrol new families into the kinder</li> <li>• Liaising with the EnrolNow (Enrolment Software Company) to ensure the effective use of the software, including arranging for enrolment emails to be sent by EnrolNow and that all pertinent information is captured in enrolment forms</li> <li>• Note that the busiest period of the year is from September to December which includes organising and distributing Welcome Letters, overseeing the allocation of children into their groups, organising and distribute Enrolment Packs and information to new kinder families in preparation for the following year</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Microsoft Word, basic Excel and databases would assist in managing this role</li> <li>• Good organisational skills and thoroughness in checking details and allocations are appropriate</li> <li>• Ability to work closely with the Director through the allocations process</li> </ul>

## Communications Representative

### Time Required:

The time spent in this role varies from week to week, depending on what needs to be done.

On average it requires **3 hours a week**, perhaps more for those without relevant experience.

The work load is not high but the Comms Rep will need to be available to be responsive to the kinder's social media and WhatsApp chats.

## Roles & Tasks

- Keep the kinder community informed via several channels (emails, posters, newsletters, website and WhatsApp)
- Compiling the Newsletter each Term (via Canva), with assistance from the Graphic Design Helper
- Creating posters for events and fundraising activities, with assistance from the Graphic Design Helper
- Managing the community's private Facebook group
- Maintaining the kinder website (using Wix) and online Merchandise store (via Square)
- Collating the kinder's termly event calendars
- Coordinating the Class Social Reps via WhatsApp and utilising them to send out information about kinder events
- Maximising inclusivity and accessibility in all communications

## Skills & Systems

- Good at carrying out lots of small tasks against a calendar and forward-planning event promotion
- Keen to collaborate, communicate, and maximise community engagement
- Some graphic design, marketing or web design skills are helpful but not required as the website and newsletter programs are user-friendly. However some time may be needed to learn these systems
- Ability to coordinate helpers (Social Reps/Graphic Helper)

<i>Offsite Programs Representative</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1-2 hours a week.</b></p>	<ul style="list-style-type: none"> <li>• Supporting the kindergarten staff in the resourcing and implementation of the Bush Kinder program and Out &amp; About Off-Site Programs</li> <li>• Liaising with staff and assisting where necessary e.g. Sourcing/restocking supplies and equipment</li> <li>• Liaising with other users of the Bush Kinder and Out &amp; About Sites (e.g. Park Rangers, Council)</li> <li>• Maintaining a productive relationship with Darebin Parklands Committee</li> <li>• Ensure policies and handbooks are up to date with relevant information relating to the Off-Site Programs</li> <li>• Be a point of contact for parents and other people interested in the Off-Site Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to network within the sector and local council</li> <li>• Advocating for the program and the resources it needs</li> <li>• Appreciation of the benefits of outdoor learning programs and nature play</li> </ul>



<i>OH&amp;S Representative</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1-2 hours a week.</b></p> <p>The OH&amp;S Rep will need to be on-site at kinder monthly (during business hours) and may also need to attend occasional staff meetings</p>	<ul style="list-style-type: none"> <li>• Consultation with staff and meeting employer obligations of providing the staff with a workplace free from health and safety risks</li> <li>• Implementation of the risk control plan</li> <li>• Liaising with the Director, Staff Liaison Rep and Council</li> <li>• Undertaking site checks and evacuation drills</li> <li>• Ensuring the Emergency Management Plan is up to date as well as ensuring ongoing continuous improvement</li> <li>• Participate in quarterly OH&amp;S meetings (usually within the staff meeting)</li> <li>• Responsible for monitoring workplace health and safety issues and investigating any workplace incidents or injuries</li> <li>• If required, the role also helps facilitate return to work for injured employees</li> </ul>	<ul style="list-style-type: none"> <li>• Thoroughness and attention to detail</li> <li>• Understanding of the importance of safety in the workplace and kinder</li> <li>• Some experience with OH&amp;S requirements is helpful but not required</li> </ul>

## *Merchandising Representative*

### Roles & Tasks

### Skills & Systems

#### **Time Required:**

The time spent in this role varies from week to week, depending on what needs to be done.

On average it requires **1 hour a week**. Merchandise orders are low-volume but they must be filled diligently (usually within a week).

- Filling merchandise orders and supplying the items purchased to families
- Keeping track of orders as they come through via email and ticking them off in the Square system as they are filled
- Promote kinder merchandise, including foyer displays, QR codes and ideas for sales or promotions
- Perform stock-takes twice per year
- Re-order merchandise when necessary and assess where the range of items available may be updated
- Working with the Communications Rep to keep the online Square order page up to date
- Run merchandise stalls at the the Welcome Kinder Picnic and pop-up stalls at kinder

- Being organised and keeping track of orders, ensure they are filled and picked up
- Willingness to promote merchandise sales at events and kinder stalls

## Sustainability Representative

### Time Required:

The time spent in this role varies from week to week, depending on what needs to be done.

On average it requires **1-2 hours a week.**

## Roles & Tasks

- Support Thornbury Kindergarten in implementing the United Nations' 17 Sustainable Development Goals, with a particular focus on our environmental impact goals 7, 11, 13 14 and 15
- Create and promote sustainability initiatives within the community (i.e. via email, newsletter, posters and class visits)
- Work with staff to continuously improve sustainability measures



## Skills & Systems

- Passion for sustainability and forward-planning
- Ability to collaborate with staff and community in a supportive and non-judgemental way

<i>Staff Liaison Representative</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1-2 hours a week.</b></p> <p>You will need to be able to attend monthly staff meetings, which are usually held on <b>the second Wednesday 4.30 -6.00pm</b></p>	<ul style="list-style-type: none"> <li>• Being a bridge between the Thornbury Kinder Staff and Committee</li> <li>• Attending the Monthly staff meeting and following up any actions raised</li> <li>• Coordinating annual staff survey, including analysing, sharing results and ensuring appropriate action planning</li> <li>• Coordinating parent and child kinder-wide surveys</li> <li>• Coordinating staff events like the Christmas part</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to staff well-being and supporting staff</li> <li>• Good communication and attention to detail</li> </ul>

<i>Policy Representative</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>2-3 hours a week.</b></p>	<ul style="list-style-type: none"><li>• Update and maintain approximately 58 kinder policies, primarily based on templates from the Early Learning Association of Australia (ELAA)</li><li>• Maintain the policy register spreadsheet, which shows when policies are due for review and who is responsible</li><li>• Collaborate closely with the Director and relevant staff and committee members on the review of policies</li><li>• Liaise with ELAA as required for policy support</li><li>• Promote the importance of policies within the kinder and in particular to the Committee</li><li>• Work with the assistance of the Policy Helper</li></ul>	<ul style="list-style-type: none"><li>• A keen eye for detail and spotting inconsistencies or errors within long documents</li><li>• Ability to reformat documents in Microsoft Word, using track changes and managing multiple document versions</li></ul>

<i>Fundraising Coordinator</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>2-3 hours a week.</b></p>	<ul style="list-style-type: none"> <li>• Planning the year's fundraising events, based on feedback from previous years and current families</li> <li>• Coordinating a team of Fundraising Helpers</li> <li>• Managing the funds; keeping clear records of expenditures and income and reporting this to the Treasurer</li> <li>• Coordinating social events e.g. Trivia Night/Silent Auction, Kinder Disco, Bunnings BBQ, Start of Year and End of Year Picnics</li> <li>• Coordinating photo fundraisers; kinder photos and a separate family fundraiser</li> <li>• Keeping the community up to date with fundraising events via email/newsletter, and providing transparency about fund expenditure</li> <li>• Working with the Communications Rep to promote upcoming events through the website, fliers, newsletter and emails to the kinder community</li> <li>• Taking into account inclusion and accessibility when planning fundraising activities</li> </ul>	<ul style="list-style-type: none"> <li>• Strong planning and coordinating skills</li> <li>• Networking with local businesses and securing free/cheap resources</li> <li>• Good at running small events or parties and maximising fund and engagement</li> <li>• Effectively managing the fundraising volunteers</li> </ul>

<i>Grants Representative</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>2 hours a week.</b></p> <p>This will vary greatly depending on grant due dates. The Grants Rep may need to work quickly to meet deadlines for unexpected grant opportunities.</p>	<ul style="list-style-type: none"> <li>• Identifying, applying for and acquitting grants that the kindergarten is eligible to apply for</li> <li>• Seek out grant opportunities, including monitoring websites and email updates</li> <li>• Liaising with the Director, kindergarten staff and the Committee of Management to identify funding requirements and complete required documentation</li> <li>• Track expenditure and complete financial reporting for grant providers and the Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Comfortable completing detailed documentation within very specific requirements and sometimes tight time frames</li> <li>• Able to liaise across multiple parties to obtain the information required</li> <li>• Good organisation and thorough record keeping</li> </ul>

<i>Cultural Events and Inclusion Representative</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1-2 hours a week.</b></p>	<ul style="list-style-type: none"> <li>• Working with Enrolments Rep to identify the cultural backgrounds of families</li> <li>• Working with Enrolments Rep to identify parent skills through enrolment form and connecting with families to assist with kinder events as needed</li> <li>• Organising at least 2 cultural events/celebrations throughout the year e.g. NAIDOC week celebration, Pride celebration</li> <li>• Working with the Committee, especially the Fundraising Team, to ensure that all kinder events are culturally inclusive and meet the needs of all families in our community</li> <li>• Work together with the Reconciliation Action Plan (RAP) Rep (staff member) to help CoM to support and deliver the aims of the RAP</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in inclusion and in breaking down cultural, practical and social barriers to participation for marginalised and minority families</li> </ul>



<i>General Representative</i>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1-2 hours a week.</b></p>	<ul style="list-style-type: none"> <li>• General upkeep of the information in the foyer, for example, staff and committee photo boards</li> <li>• Watering the plants at the front of the kinder and general tidiness of the area</li> <li>• Work with the Director and Administration Officer to update the noticeboards (usually at the start of the year) to ensure the latest licensing and legal items are displayed</li> <li>• Helping with any additional tasks that arise within the Committee that do not fit under a specific Representative's portfolio, e.g. helping at kinder events, taking minutes when the Secretary is unavailable, etc.</li> <li>• Assisting the CoM with ideas, relevant knowledge or helping make decisions</li> </ul>	<ul style="list-style-type: none"> <li>• All skills and experience welcomed!</li> </ul>

<b>Working Bee Coordinator</b>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>2 hours a month.</b></p>	<ul style="list-style-type: none"> <li>• Responsible for organising the two working bees throughout the year</li> <li>• Work closely with the Director, Treasurer and President to organise these days and gather feedback from staff as to what jobs are required</li> <li>• Create volunteer signup pages and keep a register of volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Trade, handyperson or DIY skills would be useful in this role</li> <li>• Ability to manage volunteers for maximum usefulness</li> </ul>

<b>Garden Guru</b>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1-2 hours a month.</b></p>	<ul style="list-style-type: none"> <li>• Assist with the upkeep of the garden beds around the kindergarten</li> <li>• Work in consultation with the Director, Volunteer Coordinator and Working Bee Coordinator</li> <li>• Liaise with the Grants Rep to obtain any possible funding for the garden</li> </ul>	<ul style="list-style-type: none"> <li>• Green thumb!</li> <li>• Skills in sourcing free/cheap garden resources for the kinder</li> </ul>

<b><i>Class Social Representatives</i></b>	<b>Roles &amp; Tasks</b>	<b>Skills &amp; Systems</b>
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>2 hours a month.</b></p> <p>Social Reps need to be able to respond to/pass on messages within 1-2 days.</p>	<ul style="list-style-type: none"> <li>• Being the Administrator for the class group social WhatsApp chat (at least 6 Reps needed in total)</li> <li>• Passing on key information and dates provided by the committee and teachers</li> <li>• Encouraging social activity and connections within the group</li> <li>• Sending parent questions and feedback on to the committee</li> </ul>	<ul style="list-style-type: none"> <li>• A desire to help people connect</li> </ul>

<b><i>Fundraising Helpers</i></b>	<b>Roles &amp; Tasks</b>	<b>Skills &amp; Systems</b>
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1 hour a week.</b></p>	<ul style="list-style-type: none"> <li>• Liaising with venues, council, businesses and various governing bodies if necessary</li> <li>• Canvassing local business for donations</li> <li>• Assisting with setting up and managing the Online Auction for the Trivia Night</li> <li>• Setting up and managing ticketing and volunteers through different online systems</li> <li>• Setting up and attending events</li> </ul>	<ul style="list-style-type: none"> <li>• Sourcing free/cheap resources</li> <li>• Organisational skills</li> <li>• Creating interesting and dynamic events</li> </ul>

<b><i>Maintenance Helpers</i></b>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1 hour a month.</b></p>	<ul style="list-style-type: none"> <li>• Provide ad-hoc assistance in resolving maintenance issues in the kinder building or in the playground</li> <li>• Provide suggestions and ideas for maintaining the premises</li> </ul>	<ul style="list-style-type: none"> <li>• Handyperson or DIY skills</li> <li>• Access to tools</li> <li>• Sourcing free/cheap resources for the kinder</li> </ul>

<b><i>Graphic Design Helper</i></b>	Roles & Tasks	Skills & Systems
<p><b>Time Required:</b> The time spent in this role varies from week to week, depending on what needs to be done.</p> <p>On average it requires <b>1 hour a week.</b></p>	<ul style="list-style-type: none"> <li>• Work closely with the Communications Rep and provide assistance with graphic design as needed</li> <li>• Assist with the assembly and design of the termly newsletter (in Canva)</li> <li>• Create kinder “Social Posters” - photo collages of kinder events</li> </ul>	<ul style="list-style-type: none"> <li>• Graphic Design background or similar skills</li> <li>• Knowledge of Canva desirable but not required</li> </ul>