

# 2019 Committee of Management Position Descriptions



Grange Road Kindergarten (GRK) is run by a voluntary Parent Management Committee made up of parents of children who attend the kindergarten. GRK is registered as a Children's Services Centre Class 1 under the Department of Education & Training (DET), Victoria. We are governed by our Constitution as an Incorporated Association.

<b>President</b>	The primary role of the President is to provide leadership to the Committee and the Association. Coordinates the running of the Kindergarten, manages and liaises with staff, parents communication, coordinates and completes staff appraisals with VP, chairs monthly meetings and AGM, attends Bayside Council Kindergarten meetings, and oversees day to day issues. Ideally should bring management/organisation and good communication skills to the position.
<b>Vice Presidents (x2)</b>	The Vice President's role is predominantly to support the President in the functions of leadership, co-ordination and motivation where required.
<b>Secretary</b>	Prepares committee lists and meeting agendas, organises meeting dates, takes minutes, distributes information and performs other general administration tasks.
<b>Treasurer</b>	Requires an understanding of accounting & GST. Responsible for, but not limited to, updating & monitoring a month to month actual vs budget cash operating position. Works with our Bookkeeper for accurate reporting and approves payment of invoices. Monitors the purchase of supplies.
<b>Enrolment Officers – 3yo</b>	Works closely with the 4yo Officer to handles enrolment enquiries, prepares enrolment paperwork and correspondence, monitors enrolment figures and liaises with Bayside Council's central Enrolment Unit. Helps manages the Kindergartens own private enrolment list.
<b>Enrolment Officers – 4yo</b>	Works closely with the 3yo Officer to handles enrolment enquiries, prepares enrolment paperwork and correspondence, monitors enrolment figures and liaises with Bayside Council's central Enrolment Unit. Helps manages the Kindergartens own private enrolment list.
<b>Extended Care Officer</b>	Manages extended care enquiries and enrolments
<b>Purchasing Officer</b>	Purchasing food and minor things for the Kindergarten
<b>Grants Officer</b>	Researches and applies for grants.



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<b>IT Officer</b>	Liaise with Vicnet (technology service provider), offers hands on support of the kindergarten computer network and equipment. Loads appropriate software as required. Provides technical support of Kinder Web site (WordPress). Ability to problem solve and IT experience essential.
<b>Newsletter &amp; Communication Officer</b>	Coordinate and prepares newsletters (1 per term) and updates web site content. Ideally a creative person who may have desktop publishing, graphic design or marketing skills. May also be involved in the promotion of GKR internal events and GRK externally in the community (via website, social media or local newspaper).
<b>Social Events and Fundraising Coordinator</b>	Works with social/fundraising subcommittee to co-ordinate all fundraising opportunities for the Kindergarten, eg, Welcome Family Day, Bunning Sausage Sizzles, Picture Plates, Main Fundraising Night, Christmas Trees & Christmas Family Day.
<b>Social Events and Fundraising Sub Committee</b>	3-4 people to works with the co-ordinate as above.
<b>Events Coordinator:</b>	Coordinates and seeks parent volunteers for events at the Kindergarten, such as Open day, AGM.
<b>Maintenance Officer</b>	Requires someone who is handy with the tools, to fix the odd things around the Kindergarten.
<b>Garden Work Coordinator</b>	Responsible for managing the garden/yard, including our long term outdoor space projects.
<b>Working Bee Coordinator</b>	Organise and coordinate working bees (1 per term) to keep the kindergarten looking neat and tidy. Includes promoting the working bees dates and seeking volunteers.
<b>OH&amp;S / Quality Officer</b>	Assists in maintaining the safety of children and staff. Work with the Quality staff representative and coordinate the staff, and parent annual survey.
<b>Group Representatives x5 (Red/Green/ Yellow/Orange &amp; Blue):</b>	Representative for each group to foster the GRK community spirit, acts as the parent/staff go-between. Plans group social events, such as park play, parents dinners.