



GRANGE ROAD KINDERGARTEN COMMITTEE ROLE DESCRIPTIONS

EXECUTIVE COMMITTEE ROLES

President

The President looks after the running of the kindergarten, chairs monthly meetings and AGM, attends some Bayside Council Meetings as pertaining to Early Year's Education, and oversees day to day issues in conjunction with the other Executive members, the Bookkeeper, Administration Officer and Nominated Supervisor. The President is also the primary contact between the Committee and parents in relation to any issues relating to the running of the kinder. Ideally this person should bring management and organisation skills, good communication and time management skills to the position. This role is part of the Executive Committee.

Vice President

The Vice President is the primary contact between staff and the Committee and must attend staff meetings. In addition, the Vice President coordinates the annual parent survey, assists with staff performance reviews and assists with the coordination of any staff recruitment and training. The Vice President also chairs Committee meetings in the absence of the President. This role is part of the Executive Committee and is required to attend monthly committee meetings.

Secretary

The Secretary prepares Committee meeting agendas, takes minutes, distributes information, issues meeting invites and performs other general administration tasks such as updating annual calendar and contact lists. This role requires organisational skills and an ability to record pertinent information at Committee meetings for the minutes. This role is part of the Executive Committee and is required to attend monthly committee meetings. Being on the executive, there are often other tasks required such as reviewing policies, attending staff review meetings, liaising with staff on various matters or assisting to coordinate communications or activities with other committee members and staff.

Treasurer

The Treasurer is responsible for the efficient financial administration of the kinder. The Treasurer updates and monitors the actual versus budgeted operating position, oversees all banking, and provides monetary updates at all Committee meetings. The Treasurer works closely with the Bookkeeper, who undertakes many of the kindergarten's bookkeeping functions. An understanding of accounting and GST is required. This role is part of the Executive Committee and is required to attend monthly committee meetings.

GENERAL COMMITTEE ROLES

Enrolment Officer

The Enrolment Committee Coordinator works closely with the Administration Officers regarding enrolments, helping families with enquiries about the enrolment process and ensures content for new and prospective families is up to date and useful on the website. This role also coordinates and attends the kinder annual Open Day and helps with responding to emails enquiries via the Enrolments mailbox

throughout the year. The Enrolment Committee Coordinator must be available during the main enrolment period in early June and is required to attend monthly committee meetings.

Maintenance Officer

The Maintenance Officer where possible attends to any maintenance problems that are the kindergarten's responsibility. They also oversee and manage the works etc required in the Maintenance Folder, and liaise with Bayside Council with maintenance issues that are their responsibility

Working Bee Coordinator

The Working Bee Coordinator is responsible for organising four working bees over the course of the year, and for liaising with staff to determine what maintenance and gardening tasks are required to be undertaken. The Working Bee coordinator also organises and liaises with any external gardeners and maintenance companies, and is responsible for arranging watering and gardening rosters during the holidays. Required to attend monthly Committee meetings.

Events Coordinator

The Events Coordinator initiates and organises (with assistance from Parent Reps and in consultation with Nominated Supervisor and Committee) calendar of social and fundraising events for year and makes it available ASAP in the kinder year for publication in newsletter. Whole of kinder events should occur once a term. Other tasks are as follows:

- Organise and run all social and fundraising activities with the help of Parent Reps.
- Be responsible for handing over monies to the Treasurer
- Keep records of all functions held including money raised less outgoing, details of contacts/suppliers, general level of participation/success for future use.
- Provide social report at each committee meeting and for publication in newsletter

Events Sub Committee

The Fundraising Sub Committee is comprised of one to two Fundraising Representative for each kinder group. The Fundraising Sub Committee assists the Fundraising and Events Coordinator with the fundraising activities for the kindergarten. Sub Committee members are not required to attend monthly Committee meetings, but may attend occasional Fundraising Sub Committee meetings if necessary.

Group Rep's

The Group Representatives initiate and organise their own group social events (approx 1-2 per term) such as a lunch, park play date, parents drinks. They act as an information source and liaison person between the kinder teachers as need arises and at teachers' request (esp. ensuring rosters are filled at beginning of each term). They also organise and manage on behalf of the group (1 per year) a fundraising activity, with each group allocated a term in which to run their fundraiser which is a great way to get to know the community a little more.

Newsletter/Communications Coordinator

The Newsletter/Communications Coordinator organises the production of newsletter each term which is distributed via Educa and provides the GRK community with:

- A summary of the past term
- Learning and teaching articles by educators
- Upcoming educational or social events
- Opportunities to sign up for volunteering activities that allow the kinder to continue it's programs and services to children.

Content is sourced from teachers and parent committee members. We have a Canva account available with flexibility to use your preferred software.

Grants Officer

The Grants Officer applies for grants offered by the local and state government departments, as well as community and corporate sectors, to improve the kinder. Funding priorities and requirements are determined by liaising with teachers and the committee.

Volunteer Coordinator

The Volunteer coordinator is responsible for seeking volunteers for events by preparing online sign up links for distribution to the GRK community.