

Roles of Management Committee Part II Sect A 11

Policy statement.

We aim to provide a quality Centre and will ensure that we operate according to the legal requirements of a managing body. The Management Committee will ensure that decisions are made in a proper way, according to the Centres constitution and in the best interests of the service.

Considerations.

Management structure.

Department of Family and Community Services, operational agreements.

NSW Department of Community Services.

Incorporation requirements.

Procedure.

- * The Centre must have a Management Committee to operate. The Management Committee will ensure that the Centre is managed according to the funding bodies' requirements and that all relevant guidelines, acts, regulations and the constitution are adhered to.
- * The Management Committee structure will be recorded with the duties clearly described.
- * Members of the Committee will consist of 75% of parents of children attending the Centre and/or parents of children on the waiting list and 25% of interested community members.
- * Office bearers will be elected each year at the Annual General Meeting (AGM).
- * All Committee members will know the requirements regarding:
 - § Management structure, roles and duties.
 - § Constitution.
 - § Centres philosophy and goals.
 - § Policies and procedures.
 - § Funding and operational agreements.
 - § National Standards.
 - § The National Childcare Accreditation Council Inc.
 - § Meetings.
 - § Financial requirements.
 - § Employment responsibilities.
- * The Management Committee will each be given a copy of The Roles of Management Committee Policy at every AGM. Existing members are encouraged to give support to new incoming members.
- * Membership of the Management Committee will be open to all parents using the Centre.
- * Parents will be actively encouraged to participate.
- * Decisions about the overall operation of the Centre will be made at the Management Committee level. Parents and staff will be kept informed about the committee's membership, meetings and decisions and have opportunities to have input into the management of the Centre.
- * The Management Committee will aim to meet every 4-6 weeks with an Annual General Meeting (AGM) yearly.
- * The Coordinator will attend all meetings of the Management Committee and present a written progress report regarding the running of the Centre and will provide information to the Committee to assist in making decisions.
- * A staff member may attend a meeting to raise issues on behalf of the staff and to provide feedback to other staff on the Committee's decisions, however, if staff wish to attend it must be arranged by the president in advance.

Role of the committee.

- * The Committee is responsible for the ongoing management of the Centre. Primarily this involves legal, financial and employment responsibilities.
- * The responsibility for the day-to-day operations of the Centre however is delegated to the Coordinator.
- * The Committee meets in accordance with the constitution.

General ongoing tasks of the Committee include:

- * Ensuring the needs of the parents, children and staff are met.
- * Ensuring the smooth daily operation of the Centre.
- * Communication of relevant issues.
- * Publicity and public relations.
- * Development and review of policies.
- * Planning.
- * Financial management and administration.
- * Liaison and compliance with funding and licensing bodies.
- * Employment, supervision and direction of staff, ensuring appropriate industrial awards are adhered to.
- * Continued maintenance and repair of the building and equipment.
- * Addressing ongoing issues as they arise.

Nominated Management Committee Members may gain access to the Centres records, etc but only in accordance with confidentiality guidelines and when necessary to fulfill their management responsibilities. Confidentiality will be maintained at all levels at all times.

Specific Roles of the Officers.

Chairperson

- * Facilitate the smooth running of the management committee.
- * Set the meeting agenda, which will cover all necessary business.
- * See that the meeting is properly convened in accordance with the rules of the organisation.
- * Determine if a quorum is present at meetings.
- * Chair the meeting, helping to make the meeting enjoyable, efficient and quick.
- * Ensure the agenda is adhered to and that all members have a chance to contribute to the discussion.
- * Help the meeting come to agreement.
- * When decisions are made, clearly state what the decisions were, who will implement these and ensure this is recorded in the minutes.
- * Summarise at the end of every meeting so that individuals have a clear understanding of tasks to be performed and decisions made.
- * Close the meeting only after the business at hand has been properly conducted.
- * Act as a spokesperson for the Committee when necessary

Vice Chairperson

- * Perform the above duties in the Chairperson's absence and to assist the Chairperson.

Secretary

- * Keep records of all business to do with the Committee, including membership records, correspondence and minutes.
- * Call meetings giving notice as required under the constitution.
- * Read and table for the meeting all relevant incoming and outgoing correspondence.
- * Deal with this correspondence as decided by the Committee.
- * Ensure that all correspondence relevant to the staff is forwarded to them as soon as possible.
- * Before each meeting, organise the venue and type and distribute the agenda.
- * Take the minutes for the meeting.
- * After each meeting, copy and distribute the minutes to the members of the committee.
- * Ensure the minute book is kept up to date.

Assistant Secretary

- * Take on some of the responsibility of the Secretary's role such as dealing with the correspondence. Perform the Secretary's duties in their absence.

Treasurer/ Bookkeeper

- * Oversee the financial management of the Centre.
- * Ensure that true and proper financial records are kept.
- * Plan a budget for financial expenditure.
- * Pay accounts promptly.
- * Keep records of receipts and payments.
- * Arrange for the banking of monies as soon as possible.
- * Calculate wages, pay staff and maintain wage records.
- * Deduct income tax and submit to the Taxation Department.
- * Allocation of petty cash and equipment allowance to the Centre.
- * Present a written report and Income and Expenditure Statement to the Committee meetings.
- * Ensure an annual audit is carried out.
- * Ensure that all government and funding agreement requirements are carried out.

Assistant Treasurer

- * Take on some of the Treasurer's responsibilities, such as payments and petty cash as decided by the Treasurer. Perform the Treasurer's duties in their absence.

Publicity Officer

- * To make statements to the press on behalf of the Centre.
- * To publicise the activities of the Centre.
- * To arrange for promotion material such as posters, pamphlets, newsletters etc.

Liaison officer

- * To act as the liaison person between staff, parents, school, the community and the committee.
- * To be a contact person on the committee, for staff if required
- * To encourage interaction between staff, parents and the committee.
- * To be on the sub-committee to employ staff for the Centre.
- * To ensure staff participate in staff training.
- * To be involved in staff evaluation and review.
- * To ensure that staff and parent handbooks are updated and available.
- * To participate in the grievance procedure where necessary.
- * To liaise with the Coordinator on the suitability and use of volunteers, work experience or practicum placements.

Fund raising Officer

- * To arrange fund raising activities, either directly or by delegation.
- * Coordinating and overseeing fund raising efforts.
- * To be responsible for ensuring that fund raising money is collected and given to the Treasurer for banking.

Public officer

- * The Committee should appoint a Public Officer to be responsible for submitting the Annual Returns.

Reviewed and updated by committee on 31st March 2010