



*The future begins here - where children grow, play
and learn together.*

11 Watt Avenue
Oak Park, Vic 3046
(Entry via Harra Crt)
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ABN 60803181261

Welcome to Glen Oak Kindergarten. Glen Oak is an independent kindergarten by which the affairs of the kindergarten are managed by a Committee of Management. The Committee of Management is made up of parents who volunteer their time to provide support and guidance and also have an active role in the decision making processes within the kinder.

The Committee of Management have a pivotal role in the governance of the kinder and without a Committee of Management the kinder is unable to operate.

This document provides an overview of the roles and responsibilities of the committee. There are 2 types of positions comprising the committee: executive and general members positions. Attached is a nomination form for the Committee of Management. Executive and General member positions are filled at the Annual General Meeting (AGM) each year.

Structure

In order to run as an incorporated association, the committee must have the following four executive positions filled.

President (Executive Committee Member)

- chairing committee meetings and ensuring committee meetings are run smoothly and efficiently, coordinating the work of the committee, knowing and utilising the skills of each committee member,
- understanding the role of the committee and its authority, participating in effective communication and the decision-making process.
- Is the 'approved provider' for the kindergarten,
- Executive Committee who are often called on for urgent and high priority tasks)

Vice President (Executive Committee Member)

- The Vice President assists the President and chairs meetings in the absence of the President.
- Assists in general administration of the Kindergarten (forms part of the Executive Committee who are often called on for urgent and high priority tasks)

Secretary (Executive Committee Member)

- all outgoing/incoming correspondence, preparing material records.
- Prepare agendas and records minutes of all committee meetings.
- Assists in general administration of the Kindergarten (forms part of the Executive Committee who are often called on for urgent and high priority tasks)



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Treasurer (Executive Committee Member)

- The Treasurer works closely with the Admin Support/Book Keeper and they are responsible for;
- preparing budgets, managing receipts and banking of money, payment of expenses, managing bank accounts,
- providing monthly and annual reports,
- organising the financial audit and record keeping.

General Committee Members – maximum of 3 members

The role of a General Committee Member is to actively attend committee meetings and provide support to the committee. A General Committee Member may volunteer to assist with completing tasks that are actioned at committee meetings.

The committee also consists of the Early Childhood Teachers and the Administration Manager / BookKeeper who assist the committee of management but do not have voting rights.

General Committee Members have an active role in decision making process within committee meetings.