

Welcome to your Kindergarten Committee.

This Kindergarten is Managed by the Eureka Community Kindergarten Association Inc. (ECKA). This means that ECKA hold the licence to operate the kindergarten and employ the staff at the kindergarten.

As the Kindergarten Committee, your responsibilities are to assist the teaching staff to run the day to day requirements of the kindergarten in relation to:

- Fundraising
- Assisting with the maintenance of existing resources and buildings
- Planning for future resources for the kindergarten; and
- To ensure co-operation with ECKA in meeting all legislative and funding requirements (see your kindergarten's Cluster Management Services Agreement). For example, OH&S and Policy Compliance

The following information is intended to help clarify your role and responsibilities as a committee member and make your experience easier and more enjoyable. In addition the ECKA Administration Staff can be contacted to assist in the clarification of any of the information presented.

ECKA Staff Contact Details:-

ECKA CEO: Joanne Geurts

ECKA Administration Staff:

Colleen Punton

Janine Tardrew

Linda Foote

Alex Callinan

Liz Bandy (Early Education Advisor)

Michaela Saha (Early Education Advisor)

Anthea Callinan

Sue Wolstenholme

ECKA Office: 11 Grandview Grove, Wendouree, 3355

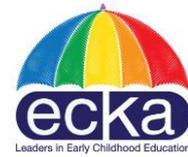
Office hours are 9.00-4.00 school days.

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Mob: 0400 089 143

Email: ecka@vic.chariot.net.au

Website: ecka.org.au



Kindergarten Committee Contact details

Position	Name	Contact Details	Has Keys to Kinder
President			
Vice President			
Secretary			
Treasurer			
Committee Member			

Staff details

Teacher 4yo group:

Teacher 3 yo group:

Assistant:

Assistant:

Kindergarten contact details:

Operation of Committee Meetings

- Committee meetings must be held in accordance with the kinder constitution. Please check your constitution to ensure you are familiar with its requirements.
- Committee meetings are open for any member of the kinder to attend (a member of the kinder is anyone with a child enrolled at the kinder, life members, community members or any other membership as outlined in the kindergarten's constitution)
- Committee meetings, or parts of committee meetings can be closed to general kinder members if sensitive information is to be discussed. **Please clarify with ECKA Administration Staff.**
- Committee meeting dates and times must be made known before hand and, an agenda must be prepared and circulated to the committee members before the meeting.
- The chairperson will declare the meeting open when a quorum is present. If the president is away then the vice president will chair the meeting, if the vice president is away another person is to be nominated to chair the meeting. (Check your constitution to determine the number of committee members needed to make up the quorum)
- Items listed on the Agenda will be discussed and if any decisions are required the chair will ensure all views are reasonably canvassed and then a vote taken. Additional items can be added to the Agenda during the meeting – usually added under general business
- It is recommended that an Action Sheet is developed after each meeting, so that all members are aware of the items they are responsible for, and when they need to be completed, etc.

As ECKA is the Licensee of the Kindergarten and Employer of kindergarten staff, issues in relation to

- **Staff**
- **Complaints**
- **Major budget decisions**
- **DEECD inspections**
- **Licensing requirements**

must be referred to the ECKA manager. Confidentiality of information in relation to such issues must be maintained. These items are not to be discussed at general kindergarten committee meetings, unless they have been referred back to the committee by the ECKA Manager or Board of Management.

Inclusion of Staff in Committee meetings – Kindergarten teachers will usually attend committee meetings to provide information to the committee and request support where necessary. Assistants do not normally need to attend committee meetings.

Roles of Committee Members

General Requirements for all Committee Members

- Attend committee meetings.
- Participate in the decision making process and support of the kindergarten.



- All committee members must familiarise themselves with the ECKA policies that are kept at the kindergarten, & are available on the ECKA website.
- Read the Code of Conduct for Committee Members and sign the Committee Member Declaration to show they understand the importance of acting appropriately as a committee member.
- Undertake tasks that may be assigned. Ensure that if the tasks can't be completed they are referred to another committee member able to undertake the task.

President

- The president needs to create an atmosphere where all committee members feel they can contribute
- Chair meetings and maintain order
- Must be impartial
- Must act on decisions of committee and report back
- With secretary set agenda items

Vice President

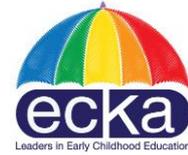
- If the president is away, take on the role of the president
- Assist with executive functions and decisions

Secretary

- Ensure minutes of meeting are properly recorded and kept in books specifically for this purpose
- Ensure that names of persons present at meetings are recorded
- Ensure that motions are dealt with as recorded
- Ensure that members are notified of meetings
- Ensure that correspondence is recorded and distributed as required
- Ensure an agenda is prepared for each meeting
- Is also the Public Officer and must therefore fulfil this role (see ECKA administration staff for assistance)
- Ensure a register of kinder members is kept as per section 4 of the Constitution.

Treasurer

- Work in conjunction with ECKA Administration staff to ensure collection and receipt of all fundraising monies due to the association
- Ensure that all fundraising money received is correctly banked – again to work in cooperation with the ECKA Administration staff
- Ensure a proper record is kept of all financial transactions



- With assistance from ECKA administration staff, submits the budget and financial report to each committee meeting
- Assist the ECKA Administration staff prepare appropriate paperwork for the annual audit.

Executive (delegated authority)

- The Executive consists of the President, Vice President, Secretary, and Treasurer.
- The executive may be delegated responsibilities by the Committee
- The executive may also make decisions required urgently that cannot be taken to a committee meeting
- Decisions made by executive must be reported back to the next committee meeting
- Executive meetings must also have a quorum of half the number of executive members plus one.

Other Roles

Your committee may wish to establish other roles for general committee members, such as Fundraising Co-ordinator, Maintenance Co-ordinator, Newsletter Co-ordinator, etc.

Helpful hints for smooth committee operation

- Ensure any committee newsletters are checked with the teacher first – even if just to confirm dates, details etc. A combined Committee and Teacher newsletter is often most beneficial
- Encourage new families onto committee, especially if your committee has had the same members for years – this can be great for passing on knowledge and experience before these long term families leave
- Ensure that equipment purchases are discussed with teacher – the teacher is the best one to be in a position to know what equipment is necessary and suitable for the kindergarten program and the children.
- Ensure families are kept up to date with committee news and decisions, this improves participation and support for decisions made by the committee.
- Mail that comes into the kinder should stay at the kinder and a list be available so that all committee members and staff are aware of what information has come into the kinder and where it is located.
- Ensure that Committee members maintain confidentiality of information discussed at committee meetings.
- Ensure that the decision for those to be signatories to the cheque account is taken carefully, to ensure that the account will be able to be accessed when needed. For example, someone who is rarely at the kinder may make it difficult to get signatures when required. It is also advisable to have executive members as the signatories and not to have two members of one family.
- Consider the setting of committee meeting dates, so that they don't fall during school holidays. It may also be beneficial to ensure that dates for committee meetings are not in the week before school holidays, as this would make it difficult to have time to complete tasks and inform parents of committee decisions prior to the end of term.
- Remember that the kindergarten is the workplace of the staff members. Please respect their working space, especially office space. Good communication with the staff will ensure that there is room for committee members to undertake their tasks without interfering with the work that the staff, especially the teacher, must undertake to comply with DEECD requirements.
- Ensure that staff and children records are kept securely separate from general committee information. There is no need for committee members to have access to staff records or children's records.
- If you do come into the kinder to work after session times, please ensure that if you have children with you, that the kinder is left the way you found it, as staff have usually left the kinder set up ready for the planned program.

Remember help is always available from the ECKA administration staff, and should be sought for issues relating to staff, complaints, DEECD inspections, or anything of a confidential nature that may require a closed meeting.



CODE OF CONDUCT FOR COMMITTEE MEMBERS

1. No Committee member has individual authority or power by being a member of the Committee, unless it has been specifically delegated; only the Committee as a whole can take actions or make decisions unless otherwise agreed and recorded in the minutes.
2. No Committee member must use his or her position to gain advantage in other relationships with the organisation or other agencies.
3. The Committee recognises that it administers a body funded by public money. It therefore recognises the need to ensure that its proceedings are properly conducted and open to public scrutiny (while recognising the need to be confidential and comply with the ECKA Privacy Policy where individual users and staff are under discussion).
4. All Committee members however elected or appointed, recognise that they are accountable to the members of the Association. All Committee members have a duty to consider the significance of any decisions for the members of the Association and where possible to seek their views in relation to issues that come before the Committee and to ensure that Committee decisions are reported back to them.
5. All Committee members are of equal standing.
6. All Committee members are appointed, and should act, for the good of the organisation, whatever the basis of their appointment.
7. Committee members will attend meetings punctually and be well prepared, having read the agenda and supporting papers, and having considered the contribution they may make on agenda items.
8. Committee members will treat all information presented as confidential unless otherwise specified by the Committee.
9. Committee members accept collective responsibility for the decisions of the Committee.
12. Committee members will consider what individual skills, personal qualities and knowledge they have, and put them to use for the good of the organisation.

Based on Gann Nigel *Managing Change in Voluntary Organisations*, 1996, Open University Press, Buckingham.

COMMITTEE MEMBER DECLARATION

I,.....,
undertake to:

- (a) carry out the role of Committee member to the best of my ability,
- (b) disclose any potential conflict of interest regarding information presented to me,
- (c) treat all information presented as confidential unless otherwise specified by the Committee,

Signed: _____

Date: _____