



Box Hill South Pre School Inc.

Registration No: 398

Rotary Court, Box Hill South 3128

Phone: 9808 1329

Web: www.boxhillsouthpreschool.org.au

ABN 54667119108

Committee of Management

Summary of Positions

President

Co-ordinates the work of the Committee, chairs meetings and represents the Committee of Management where necessary. Attends monthly meetings and submits reports prior to. Member of the Executive Committee.

Vice President

Assists the president as required. Publishes newsletter, brochures, information books, invitations, preschool forms and any other marketing requirements and is the staff liaison. Attends monthly meetings and submits reports when required. Member of the Executive Committee.

Secretary

Administration officer, collects, records and distributes mail. Public Officer in respect of Corporations Act. Attends monthly meetings and submits report prior to. Member of Executive Committee.

Treasurer

Responsible for financial management of the preschool and the maintenance of associated record and statements. Ensures compliance with the Dept of Human Services budgetary requirements. Liaises with Assistant Treasurers. Attends monthly meetings and submits report prior to. Some computer accounting experience with "Quicken" would be an advantage. Member of the Executive Committee.

Assistant to Treasurer - Fees

Responsible for billing, collecting and recording fee payments. Arranges all banking and provides reports to Treasurer as required. Submits report prior to monthly meeting.

Assistant to Treasurer - Banking

Responsible for banking all monies received from any fundraising/social events, ensuring that the money handling policy is followed by social/fundraising committee members. Provides reports to Treasurer/bookkeeper as required.

Minute Secretary

Prepares Committee meeting agenda in consultation with staff and committee. Takes and types minutes of monthly Committee meetings and AGM, types up monthly Action sheets and distributes to all concerned. Attends monthly meetings.

Policy Administrator

Updates, reviews, and/or formulates Policies as required by the Committee of Management in accordance with DEECD requirements and KPV guidelines, (Kindergarten Parents of Victoria). Circulate updated soft copies to committee members once reviewed and/or approved. Attends meetings as required and submits report prior to. A sub committee can be formed if necessary.

Enrolment Officers – 3 Yr old & 4 yr old groups/WPSA Rep

Contact point for current and future enrolments. Co-ordinates all interim enrolments. Generates offers and placements for both three and four year old groups. Submits report prior to monthly meeting. Represents committee at WPSA general meetings and member of the WPSA Committee.

Whitehorse Pre School Association Representative

This is a position we are required to take on in the executive of the WPSA as part of a rotating roster.

Maintenance Officer

Responsible for the preparation and co-ordination of the maintenance roster and general centre maintenance. Liaises with staff as to areas for attention at working bees. Keeps record of attendance at working bees. Co-ordinates major works as required. Submits report prior to monthly meeting.

Grants Application Officer

Research and identify available grants for which the pre school may be eligible. Discuss with staff and the Committee of Management, the possible kinder projects that may be eligible for grant applications. Prepare, write and submit grant applications as per grant criteria provided. Committee of Management must approve all grant applications prior to submission. Attends meetings as required. A sub committee can be formed if necessary.

Social/Fundraising Coordinators

Responsible for all social/fundraising activities. Is supported by representatives from each group. Attends monthly meetings and submits report prior to monthly meeting.

Sub committee member - social/fundraising group representatives

Represents parents from each kinder group. Organises social mornings etc. Assists with social/fundraising activities as needed. Represents group at social/fundraising sub-committee meetings. Works closely with the Social/fundraising coordinators.