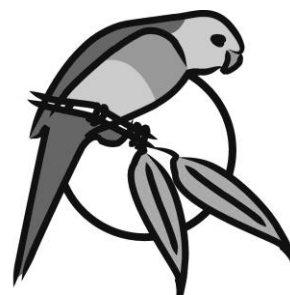


# Indra Pre-school Association Incorporated

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## Indra Pre-School Committee

Indra Pre-School is a community kindergarten run by a voluntary Committee of Management. The kindergarten caters for up to 100 children across two four year old classes and two three year old classes.

The Association of Indra Pre-School is made up of all current fee paying families (including health care card holders) and also non-current families who pay a nominal fee. The voluntary Committee of Management are members of the Association. Indra Pre-School Committee of Management operates in conjunction with the Cluster Manager Bestchance.

The committee is responsible for the day-to-day running of the centre (which includes maintenance of the building and OHS), managing the finances of the association (including fundraising, fees, payments and audits) and working with Bestchance to ensure compliance within the National Quality Framework.

Bestchance are an independent not-for-profit organisation that specialise in a range of early childhood support services. They are the Approved Provider for Indra Pre-School and the employer of our staff. They are responsible for our kindergarten following all the new laws and regulations of the National Quality Framework.

## Committee of Management Positions

There will be 13 positions on the Committee of Management in 2015 to be filled by parents of children attending the kindergarten. It is a requirement in our Constitution that all positions on the Committee of Management are filled to enable us to open our doors.

Committee members are required to attend at least one (1) Committee Meeting per kindergarten term & present a report (excluding the Secretary). They all have equal and full voting rights. All positions are for a 12 month term plus a 2 month handover period. Under Constitution voting members of the Committee are required to not miss 3 consecutive general committee meetings.



<b>Executive Committee</b>	
<b>President</b>	The President is responsible for managing the smooth running of the Committee and the Committee's activities, chairing meetings, liaising with the Cluster Manager Bestchance, external bodies (e.g. DEECD and City of Whitehorse), ensuring the Pre-School is adhering to DEECD regulations and representing the Pre-School at various functions. He/she also identifies and implements any improvements that can be made to the efficiency of the operation of the kinder and ensures that the Pre-School continues to provide a high level of service to its community.
<b>Vice President</b>	The Vice President is responsible for co-ordinating Class Representatives for each group at our kinder. They also assist the President in their tasks and chair meetings in the absence of the President.
<b>Expenditure Treasurer</b>	The Expenditure Treasurer (with the assistance of an external Book Keeper), is responsible for financial management of the Kinder. Duties include but not limited to: pay invoices, develop annual budget (with the bookkeeper) and report monthly results to the committee. In conjunction with the Secretary, the Expenditure Treasurer will report financial results to three Government agencies (Consumer Affairs, ACNC and DHS). The Expenditure Treasurer is also responsible for facilitating the annual Audit (with a Professional Auditor) and presenting it at the AGM. The external bookkeeper will prepare and lodge the quarterly BAS. In conjunction with the Income Treasurer, the Expenditure Treasurer conducts an annual review of fees and updates the fees policy and schedule as required.
<b>Income Treasurer</b>	The Income Treasurer is responsible for organising the billing, collection, banking and receipting of Pre-School fees, and supplying the Expenditure Treasurer with monthly statements of monies received. In conjunction with the Expenditure Treasurer the Income Treasurer conducts an annual review of fees and updates the fees policy and schedule as required.
<b>Secretary</b>	The Secretary is responsible for collating meeting reports from Committee members and distributing all reports and agendas prior to the Committee meeting. The Secretary is responsible for taking and then distributing minutes and action lists resulting from Committee meetings. The Secretary is responsible for organising and preparing all documents, agendas, minutes and reports for the AGM held in November. The Secretary is also the "Public Officer", the official contact point for an Incorporated Association. In conjunction with the Administration Assistant, the Secretary is responsible for ensuring "Police Checks" are completed and in conjunction with the Expenditure Treasurer, maintains records for ACNC, submits statements to Consumer Affairs and DHS. The Secretary holds the list of members of the association.

<b>General Committee</b>	
<b>Fundraising Coordinator</b>	The Fundraising Coordinator is responsible for coordinating fundraising at the Pre-School. Other responsibilities include coordinating the Fundraising sub-committee, attending Committee and Sub-Committee meetings and submitting updates for the newsletter.
<b>Internal Maintenance Officer</b>	The Internal Maintenance Officer is responsible for organising all of the work required around the inside of the Pre-School, e.g.; capital improvements, routine maintenance and working bees (in conjunction with the External Maintenance Officer). Some liaison with the City of Whitehorse Facilities Maintenance department may be required.
<b>External Maintenance Officer</b>	The External Maintenance Officer is responsible for organising all of the work required around the outside of the Pre-School, e.g.; capital improvements, routine maintenance and working bees (in conjunction with the Internal Maintenance Officer). Some liaison with the City of Whitehorse Facilities Maintenance department may be required. The External Maintenance Officer is also required to co-ordinate a weekend/holiday gardening roster if required.
<b>Enrolment Officer – 4 Year Old</b>	The 4 year old Enrolment Officer is the contact point for all enquiries related to 4 year old enrolments. The 4 year old Enrolment Officer receives phone/email enquiries, sends out information regarding offers of places, conducts tours of the kinder for potential new families, attends Open Day in May and keeps an up-to-date register of all children currently attending the Pre-School's 4 year old program. All enrolments are co-ordinated through the Whitehorse Pre-School Association (WPSA), and the officer will have regular contact with the WPSA and will be required to attend approximately 4 WPSA enrolment meetings. The 4 year old Enrolment Officer works closely with the 3 year old Enrolment Officer.
<b>Enrolment Officer – 3 Year Old</b>	The 3 year old Enrolment Officer is the contact point for all enquiries related to 3 year old enrolments. The 3 year old Enrolment Officer receives phone/email enquiries, sends out information regarding offers of places, conducts tours of the kinder for potential new families, attends Open Day in May and keeps an up-to-date register of all children currently attending the Pre-School's 3 year old program. All enrolments are co-ordinated through the Whitehorse Pre-School Association (WPSA), and the officer will have regular contact with the WPSA and will be required to attend approximately 4 WPSA enrolment meetings. The 3 year old Enrolment Officer works closely with the 4 year old Enrolment Officer.
<b>WPSA Officer</b>	The WPSA Officer will attend all WPSA meetings & provide feedback to the Pre-school Committee. Every 4-5 years, Indra Pre-School is required to have a representative on the WPSA Executive Committee. In 2013, Indra is to hold this position and the WPSA Officer will be the representative. Executive meetings are held bi-monthly and General Meetings once a term. They are generally no longer than 90 minutes.

<b>Communications Officer</b>	<p>The Communications Officer is responsible for the preparation and Distribution of a regular Newsletter to parents. The Officer will need to liaise with the teachers, class reps, and Committee members for articles and information. One Newsletter per term is sent out to each family throughout the year. All families will be encouraged to receive their Newsletters electronically. The Communications Officer is also responsible for making sure information on the website is up to date (only basic IT knowledge required - an outside party manages the website). The Communications Officer will also be responsible for managing the committee email and folders on gmail.</p>
<b>Promotions and Grants Officer</b>	<p>The Promotions and Grants Officer is responsible for promoting the Pre-School to the community (e.g. co-ordinating our annual Open Day). This person should ensure, if required, that potential markets for the Pre-School are kept up-to-date with our information (e.g. Maternal &amp; Child Health Centres, WPSA, etc.). Other duties include co-ordinating the Indra clothing orders and the Pre-School Christmas party. Responsibility also includes seeking out and writing grant and sponsorship applications for the kinder.</p>

**All voting members are also required to keep handover documents/procedures up to date.**



## General Committee Support Positions

General Support Committee members are not required to attend the Committee meetings but are more than welcome. They will be required to attend sub-committee meetings as scheduled. These positions perform important functions for the kindergarten. General Support Committee members **do not** have voting rights at Committee meetings.

<p><b>Fundraising Sub-committee (brief outline of roles)</b></p>	<ul style="list-style-type: none"> <li>• Bunnings BBQ Coordinator – coordinate two (2) Bunnings BBQs.</li> <li>• ELAA Raffle Coordinator – coordinate the ELAA raffle during terms 1 and 2</li> <li>• Trivia Night Subcommittee Coordinator – invite volunteers to join the subcommittee and convene and lead the meetings in relation to the trivia night</li> <li>• Trivia Night Programme &amp; Ticket Coordinator - decide the theme, venue and produce tickets etc for the trivia night</li> <li>• Trivia Night Canvassing Coordinator – source the prizes, organise the raffle and silent auction items for the trivia night</li> <li>• Top Tales Book Coordinator – set the books up for sale and process the orders</li> <li>• Picture Plates and Tea Towels Coordinator – request delivery of the plates and tea towels from the relevant companies and coordinate the distribution and payment for the plates and tea towels etc</li> <li>• Community Events Coordinator – responsible for any other community events that arise throughout the year eg. the sale of playdough, St Edwards car boot sale, other miscellaneous raffles etc</li> </ul>
<p><b>Care Group Co-Ordinator</b></p>	<p>The Care Group Co-Ordinator is responsible for inviting families to join the Care Group register and maintaining the details of this register throughout the year. In addition, when the Co-Ordinator is notified of a need within the Kindergarten community, he/she must co-ordinate the delivery of the service between the families on the register and the families in need.</p>
<p><b>Class Reps (1 per class)</b></p>	<p>Class Representatives report to the Vice President. They have 3 core functions;</p> <ol style="list-style-type: none"> <li>1. To act as a go between for staff &amp; parents, ensuring that rosters are filled with parent helpers and volunteering to help complete some small Administration tasks at the beginning of Term (ie: label pockets)</li> <li>2. To organise social events throughout the year for families in the group.</li> <li>3. Liaise with the Maintenance Officers to assist with recruiting parent volunteers for Working Bees.</li> </ol>

