



## Indra Pre-School Committee – 2025 Positions

Indra Pre-School is a community kindergarten run by a voluntary Committee of Management.

The Association of Indra Pre-School is made up of all enrolled families (including health care card holders) and non-current families who pay a nominal fee. The voluntary Committee of Management comprises members of the Association. Indra Pre-School Committee of Management operates under the guidelines of the Department of Education and Training – Early Childhood.

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

### Committee of Management Positions

There will be 8 positions on the Committee of Management in 2025 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 the Constitution, voting members of the Committee are required to not miss 3 consecutive general committee meetings.

<b>Executive Committee</b>	
<b>President</b>	<p>The President is responsible for managing the smooth running of the Committee and the Committee's activities, chairing meetings, and external bodies (e.g., Department of Education and City of Whitehorse), ensuring the Pre-School is adhering to Department of Education regulations and representing the Pre-School at various functions.</p> <p>The President 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.</p>
<b>Vice President</b>	<p>The Vice President is responsible for coordinating 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 and oversee the employment of new staff and management of existing staff.</p>

<b>Expenditure Treasurer</b>	<p>The Treasurer is responsible for the financial management of the Kinder with the assistance of an external bookkeeper.</p> <p>Duties include the following: pay invoices, review and develop an annual budget (with the Book Keeper), report monthly results to the committee, ensure that the external Book Keeper prepares and lodges the quarterly BAS, oversee payment of staff salaries and organise the collection, banking and receipt of government funds.</p> <p>The Treasurer is also responsible for facilitating the annual Audit (with a Professional Auditor) and presenting it at the AGM and in conjunction with the Secretary, providing financial results to the relevant Government agencies.</p>
<b>Income Treasurer</b>	<p>The Income Treasurer is responsible for supplying the Expenditure Treasurer with monthly statements of monies received and providing income information to events/fundraising officers as required.</p>
<b>Secretary</b>	<p>The Secretary is responsible for preparing and distributing agendas and reports prior to the Committee meeting. The Secretary is responsible for taking and distributing minutes resulting from Committee meetings.</p> <p>The Secretary is responsible for organising and preparing all documents, agendas, minutes and reports for the AGM held in November.</p> <p>The Secretary is also the “Public Officer”, the official contact point for an Incorporated Association and in coordination with the Treasurer, maintains records for ACNC, and submits statements to Consumer Affairs and DHS.</p> <p>In conjunction with the Service Coordinator, the Secretary is responsible for ensuring “Police Checks” are completed.</p> <p>Where required, the Secretary provides assistance to the Vice President in the employment of new staff and oversees the employment conditions of existing staff. The Secretary holds the list of members of the association.</p>

<b>General Committee</b>	
<b>Fundraising Coordinator</b>	<p>The Fundraising Coordinator is responsible for coordinating fundraising events and initiatives, reporting back to Committee meetings, and providing updates for the newsletter and other communication channels, like WhatsApp groups. The Fundraising Coordinator may lead sub-committees to plan specific events as required.</p> <p>Fundraising events/initiatives may be agreed by the Committee at the beginning of each year, based on the Fundraising Coordinator’s time and availability.</p> <ul style="list-style-type: none"> <li>• Events may include Kinder disco, trivia night, Bunnings BBQ, others.</li> <li>• Initiatives may include Raffles, Hot Cross Bun drive, Picture Plates, tea towel fundraiser, and others.</li> </ul> <p>The Fundraising Coordinator also organises the official kinder photography.</p>
<b>Maintenance Officer</b>	<p>The Maintenance Officer is responsible for organising the work required around the Pre-School, e.g.; capital improvements, routine maintenance, working bees and weekend/holiday gardening roster if required.</p> <p>Some liaison with the City of Whitehorse Facilities Maintenance department may be required on occasion.</p>

<b>Events, Promotions and Grants Officer</b>	<p>The Events, Promotions and Grants Officer is responsible for organising Indra's annual Open Day and Christmas party, occasional communication with the clothing provider and writing grant and sponsorship applications for the kinder, in collaboration with the teaching team. This person may also assist the Fundraising Coordinator in coordinating fundraising events as required.</p>
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<b>WPSA Officer</b> *Position not required for 2025.	<p>The WPSA Officer will attend all WPSA meetings and 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. 2022 was the last time Indra held a position on the WPSA Executive. Executive meetings are held bi-monthly and General Meetings once a year. They are generally no longer than 1 hour.</p>
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**All voting members are also required to keep handover documents/procedures up to date.**

## General Committee Support Positions

General Committee Support members are not required to attend the Committee meetings but are more than welcome. These positions perform important functions for the kindergarten. General Support Committee members **do not** have voting rights at Committee meetings.

<b>General Committee Support Positions</b>	
<b>Class Reps (1 per class)</b>	<p>Class Representatives report to the Vice President. They have 4 core functions:</p> <ul style="list-style-type: none"> <li>• 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 (i.e.: label pockets);</li> <li>• Organise and recruit parent volunteers for working bees to occur each term</li> <li>• To organise social events throughout the year for families in the group;</li> <li>• Assist the Fundraising Officers to help collect cash at drop off/pick up times for fundraising activities.</li> </ul>

