

COMMITTEE DESCRIPTIONS

Committee Role	Description
<u>Vice-President</u> (x2) <i>Exec Committee</i>	Assist the kindergarten staff and committee to fulfill their roles for the governance and success of the kindergarten
<u>Treasurer</u> <i>Exec Committee</i>	Responsible for the financial supervision of the kindergarten. Tasks include the preparation of annual budgets, planning for the kinder's financial future and monitoring the kinder's revenue and expenditure. The role is suited to someone with accounting or book-keeping experience - and is supported by a paid part-time book-keeper.
<u>Secretary</u> <i>Exec Committee</i>	Responsible for the administration of the committee. Provide links between the committee, kindergarten staff, parents and outside agencies. Manage and distribute kindergarten rosters, class contact lists etc.
Grants Officer	Investigate appropriate /timely kindergarten grants, submit applications and follow up.
Newsletter & Forms	Collate, write, edit and publish the kindergarten newsletter for email distribution to all families, once per term.
Marketing	Manage the communications of the kindergarten. Co-ordinate marketing/advertising/artwork for Open Day, Education Week. Manage text/graphics changes to kinder handbook.
Policy	Co-ordinate the updating of the policy manual. Ensure St Paul's Kindergarten policies reflect national quality principles and national law.
Purchasing	Responsible for all management/ordering and payment of kindergarten supplies and equipment
Enrolments	Liaise with Boroondara Council Central Enrolment office/ to manage the enrolment process for kindergarten families. Managing all enrolment queries, maintain class lists, ensure new starters receive the correct information pack make contact with new families, assist in facilitating the Open Day, attend council meetings to keep St Paul's kinder up to date with any council initiatives, issues, policy changes or events that may impact the kinder. Custodian of the online enrolment system.

Social Committee President	<p>This role involves organising fundraising opportunities and social events for the kindergarten throughout the year. Together with the Social Committee (sub committee) and Class Representatives, this can be a very rewarding role as money raised is used to purchase new equipment and provide upgrades to the kinder facilities.</p>
Fees Officer	<p>Responsible for managing overdue fees and Child Care Benefit receipts. The Fees Officer reports on fees to the Treasurer, bookkeeper and others as necessary. Fee invoices are prepared and issued by the book keeper.</p>
Maintenance	<p>Manage overall maintenance of the kindergarten. Co-ordinate working bees.</p>
IT	<p>The IT manager is responsible for providing support and advice to St Paul's staff and teachers and to assist committee members with St Paul's related IT issues. The IT manager works closely with the Kindergarten Director to ensure that teaching staff have the appropriate hardware, software and training to accomplish their classroom objectives.</p>