



# COMMITTEE

POSITIONS AND TESTIMONIALS

## CONTACT THE KINDY

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## THE ASSOCIATION

The association employs the Centre Director and Nominated Supervisor Mrs Rhonda Murphy to carry out day to day kindy operations and the committee provides the necessary independent oversight. The executive (President, Vice President, Treasurer and Secretary) are registered with ACECQA as the Approved Provider and is legally responsible for the Kindergarten complying with Laws and Regulations.

Prior knowledge of the education sector is not required as a detailed Kindy's central governing body (Lady Gowrie) provides a detailed governance handbook and guidance throughout the year. Additionally, a detailed handover will be provided by the outgoing committee and the kindergarten has long term and experienced staff who are very supportive.

### Hear from our 2023 Vice President:

*I joined the committee looking for an opportunity to give back to our local community through some sort of volunteer work and welcomed the prospect to do so as part of our child's education environment. I have a professional background in engineering and project management so was very comfortable with the key responsibilities of this role.*

*The committee was supportive and welcomed initiatives I brought to the table. Members regularly expressed appreciation of my contribution and efforts which was a great motivator.*

*From a personal development perspective, I have learnt a lot about Brisbane City Council programs and systems. My exposure and interactions with local government representatives have been very positive. I've loved getting to know my child's teaching staff and meeting other parents in ways that I wouldn't have if I wasn't on the committee. Overall I have found the experience very rewarding and it has provided our family with a great vantage point in regards to understanding and supporting my children's future learning environments.*

**- Naomi**

## ABOUT THE COMMITTEE

The committee is responsible for the kindergarten's business operations, strategic direction and reporting. The committee is an important link between the families and the Kindy enabling parents to provide practical support while having a voice in the management of the kindy, and our wider community. Members are appointed for one-year terms at the AGM, and meet monthly through the year.

## EXECUTIVE COMMITTEE

### President

The president chairs committee meetings and coordinates the efforts of the association's management committee. The role is a leadership role and covers a variety of skills. The president takes the lead in matters of policy and HR but works closely with other members of the management committee. No specific prior knowledge is required however it is useful if someone on the committee understand how associations operate. The role is well suited to someone with good interpersonal skills, who can self-manage their own workload and can prioritise tasks across people and time. Experience in leadership and management is helpful but not essential.

### Vice president

The vice president is responsible for the governance of the kindy and supporting the kindy staff as required. They will be the Project leader for any proposed capital works/building programs and work alongside the Maintenance Coordinator and Grants Officer. The vice president will also play a key role in family engagement, major events and social functions. This role would suit a person with a mix of transferable skills such as project management, team work, proactive communication, and an ability to work independently.

### Secretary

Prepares meeting agendas, records the minutes of meetings and keeps a log of correspondence. They are the main contact of committee correspondence for the Kindy (outgoing and incoming). In partnership with the Office Manager they ensure regular communication of Management Committee decisions with the Kindy families. This role can also include issuing contracts to new staff and signing off Kindy documents. This role would suit a person who is organised and proactive at communication and organisation.

### Treasurer

The Treasurer maintains supervision of the finances of the Centre. The Treasurer reviews accounting records, payrolls, budgets and financial reports as prepared by our external Bookkeeper and maintains supervision of records of all fees and levies paid. The Treasurer is the secondary approver of banking tasks with the Office Manager. The Treasurer should be computer literate with Xero & Excel and have a financial background in bookkeeping or accounting.

## ♥ WHY JOIN THE COMMITTEE

A parent-led committee enhances the kindergarten community, with people from a range of backgrounds and experiences getting involved and having a say. Parents join to be part of their child's education and to actively participate in the running of the Kindy. It is part of the community based ethos that is at the core of everything we offer. Those involved say the experience is very rewarding. It's a terrific way to get to know others as well as make a meaningful contribution to the local community. Many members also consider it a valuable learning experience. Committee participation contributes to your parent participation levy refund.



## COORDINATORS

### ➤ Maintenance / Workplace Health & Safety Coordinators (2)

Maintenance & WPHS often overlap in duties and tasks so we have combined roles. More than one parent performs this role - in the past it's been shared as couple or different parents with complimentary skills. The Maintenance Coordinator is essential to keep our Kindy in safe, working order, and together with the Committee, will help identify and prioritise the tasks that need to be completed within the allocated budget. Different aspects of the roles include:

1. **Handy skills** - Fixing things as the pop up round the Kindy. Similar to general repairs needed around the home (add a door-stopper, attach the soap dispenser to the wall, hang up a display board etc). If the job is technical, complex or too time consuming it can be outsourced.
2. **Coordinate** planned maintenance or contractors. We have a fortnightly mowing roster and a working bee each term. Creating a running list of tasks & coordinating volunteers & equipment on the day.
3. **Conducting WPHS/maintenance** checklists monthly and ensuring relevant Policy updates and procedures are implemented.

### ➤ Grants coordinator

Identify funding opportunities (with the Committee), prepare grant submissions and acquit funding grants. Grants can be offered through many different sources and are not always monetary. The role would suit someone who enjoys writing and communicating and is willing to learn about the grant writing process. Reports of regular grants with expected timelines will be provided.

### ➤ Fundraising / Social coordinator(s)

Being a Not-for-Profit organisation, many of our resources and extra activities are funded through events and activities. We also encourage our Kindy families to engage with others and "build our village". It is the role of the Fundraising/Social Coordinator(s) to organise and coordinate these activities.

Examples of our events are our Bunnings Sausage Sizzle, participation at local community events, and our Christmas Disco. A suggested schedule of activities is provided. More than one parent generally performs this role. Members would not be expected to attend the monthly committee meetings, although they would be welcome to attend if they desired.

### ➤ Communications coordinator

Raise the Kindy's profile by developing marketing material such as invitations, flyers for Open Day, images for social media and other opportunities to benefit the Kindy. This role is also responsible for preparing a regular newsletter which is emailed out to all parents, suppliers and other community members. The Newsletter provides details of events, dates and important information for parents, and is coordinated with help from the Office Manager. Skills in Canva / graphic design / marketing would be helpful.

### Hear from a past Grants Coordinator:

*Being part of the Committee as the Grants Coordinator has been a positive experience. Throughout the year I have been able to further develop my skills in grant writing and lobbying with local council. The most challenging part of the role has been determining and then gathering all the information needed for a grant application (i.e., quotes or current insurance/financial information). The committee has been incredible at working together to make sure I had access to all the information needed to submit each application.*

*I have always felt supported by the committee and Kindy staff and have loved being able to work with the committee to achieve positive outcomes for the Kindy. I look forward to rejoining the committee in 2023*  
- Aimee

### Hear from a past Marketing Coordinator:

*While I had some experience with communications, I was excited by the prospect of getting some further experience with the design of some of the marketing materials. I also found that writing newsletters meant that I was staying involved in the Kindy. It's been a great experience. I've been very supported by the Committee and staff, and by Brooke and Rhonda who have developed a lot of the content of the newsletters. Having stories and photos ready to go has made the job a lot easier. There are also a lot of materials available to reuse. I've had a complicated year personally, with a change in job and family issues. This role has meant I could still contribute to the Kindy, but in my own time.*

- Meg

### Hear from a past Treasurer:

*I came into the treasurer role part way through the year, I found it quite a comfortable environment to slot in to. Both the Committee and staff members made me feel welcomed and a part of the team. Previously, my background was dealing with budgets, staffing, wages and recruitment. I had a basic understanding of Xero and Excel but was up for the challenge of learning more. This role would definitely suit someone with a background in accounting/book keeping, but, it is not completely necessary as there is also a bookkeeper. This is our third year with the Kindy (first on the committee) and I'm very proud to have been a part of it.*

- Jen