**APOLLO BAY PRESCHOOL COMMITTEE ROLES 2020**

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| **PRESIDENT – Jessica Van Santen – 0401 284 499** |
| * Chairing committee meetings, following correct procedure
* Manage all staff and review contracts every 12 months, manage the organisation of casual replacements during staff absences
* Liaising with ELAA (Early Learning Association Australia), Colac Otway Shire and relevant government departments
* Review insurance policies as necessary each year
* Develop an understanding of the policies and documents (National Quality Frameworks) relating to the management of the Preschool and with staff devising a long term vision of improving the quality of the Preschool
* Coordinating the work of the Committee; ensuring that they run according to the constitution and are aware of their roles
* Democratic decision making and maintaining good communication with staff, ensuring their needs are met, and with parents
* Conducting staff appraisals
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| **VICE PRESIDENT – Charlotte Leorke - 0439 712 844** |
| * Provide support to the President when required and fill in when the president is unavailable.
* Create and oversee the Preschool parent duty roster and distribute to all parents prior to the commencement of each term.
* Staff Liaison – conducting staff meetings once a month before the committee meeting
* Conducting staff appraisals in conjunction with President
* **Emergency Staffing Co-ordinator** - Contact current Emergency staff in January to check if they are still available, what days they can work and update list in the office and give a copy to staff. (Generally staff will organise their own replacement, however, on occasion they may be unable to do so, and the emergency coordinator is then required to arrange a staff member for that day).
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| **TREASURER – Akiko Bould - 0459 571 782** |
| * Monitoring the budget set for them and setting a new budget at the end of their term for the incoming committee.
* Inputting the profit and loss data provided by Lyndi into the excel spreadsheet for the reports
* Providing monthly and annual financial reports.
* Approving payment of bills and accounts on time.
* Overseeing cheque, savings and investment accounts –liaising with Lyndi to roll over our term deposit and so forth.
* Create and oversee the Activity Group parent duty roster and distribute to all parents prior to the commencement of each term.
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| **SECRETARY – Anna Oesten Creasy - 0415 357 771** |
| * Develop meeting agendas, draft necessary letters decided by Committee Oversee monthly policy updates.
* Place notices in local news sheet
* Notify all relevant agencies of changing committee members
* Follow guidelines for Committee members and staff (maintain files, police checks)
* Licence Renewal every three years
* Perform any duty or function required under the *Associations Incorporation Reform Act 2012*
* Take accurate minutes of all meetings and provide a copy to all staff and committee members.
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| **MAINTENANCE OFFICER – Melissa Murnane - 0418 384 793** |
| * Liaise with staff and committee in regards to maintenance issues that assist throughout the year. Obtaining quotes for all works that need to be done and following up on maintenance requests.
* Co-ordinate working bees, if possible 1 per term.
* Action all required works required in the Annual Playground Assessment Report.
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| **FUNDRAISING OFFICER – Traphina Caird - 0421 455 227** & **Kirsten Body - 0421 620 440** |
| * Co-ordinate and oversee the organising of fundraising events with the assistance of all parents and the Committee.
* Our major fundraising events are the Carnival (Dec/Jan) and GO Running Fest (May), both are easily managed and just require a volunteer roster to be produced and distributed. There is also Easter Egg Hunt (Apr) requires a bit more work but there is info on procedures available that cover everything.
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| **PLANNING OFFICER - Katy Biddle - 0432 894 017** |
| * Ensure that the QIP (Quality Improvement Plan) is assessed during the year and reporting progress at Committee Meetings.
* Reading upcoming grants and liaising with staff and committee as to how we could best utilise these opportunities and apply for as many as possible.
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