

POSITION DESCRIPTION:

President

JOB OVERVIEW:

- The President is a “key person” in the Committee who provides leadership in an efficient, enthusiastic and confident way.
- Good organisational and interpersonal skills are required along with the ability to delegate.
- The President must participate as a team member.

KEY ACCOUNTABILITIES:

- Set meeting agendas and chairing monthly Committee meetings
- Oversee committee roles and staff positions
- Have a working knowledge of the current legal documents that govern the operation of the kindergarten
- Co-ordinate the work of the committee by ensuring:
 - Effective control of committee meetings
 - The committee has clear and agreed goals
 - Appropriate delegation of tasks
 - Correct meeting procedures are followed
 - Decision making occurs in a democratic manner and is properly recorded
- Ensure open communication between staff, committee and parents whilst ensuring the privacy and confidentiality of information
- Oversee smooth running of Kinder events
- Address any staff, committee or parent complaints – act as Convenor of the Grievance Subcommittee
- Act as signatory on the kindergarten bank account
- Oversee the financial situation of the Kinder
- Recruit and employ staff
- Assist with Kinder Open Day
- Ensure that the work is shared as far as possible amongst the committee and follow up tasks to be completed
- Know and understand the role of the Department of Education and Early Childhood Development Services (DEECD) and the Early Learning Association Australia (ELAA)
- Attend relevant Council meetings
- Respond to Google Reviews

DUTIES OF ALL COMMITTEE MEMBERS:

- Attend monthly committee meetings and be punctual
- Keep informed by reading the agenda, reports, minutes and other relevant information
- Participate in all the activities of the committee
- Be aware of your health and safety responsibilities as per the Occupational Health and Safety Policy of the kindergarten
- Ensure any tasks allocated to you are completed by the agreed date
- Assist with Kinder Open Day
- Assist with planning and preparing for Annual General Meeting (AGM)

COMMENTS / ADDITIONAL INFORMATION:

- The President can authorise purchase of equipment.
- Undertake a Working With Children (WWC) check