

POSITION DESCRIPTION: **Secretary Correspondence**

JOB OVERVIEW: As one of the central communicators of the committee, the secretary assists the President in the overall smooth functioning of the Kinder by attending to correspondence. Liaising with other organisational bodies such as

- Early Learning Association Australia (ELAA),
- The Department of Education and Early Childhood Development (DEECD)
- Consumer Affairs Victoria
- Australia Charities and Not-For-Profit Commission
- Australian Education Quality Authority

KEY ACCOUNTABILITIES:

- Draft any necessary letters
- Collect and sort mail (including during school holidays)
- Check general and executive email, and enter important correspondence on the Google Drive
- Attend monthly Executive and Committee Meetings reporting on correspondence received, including mail and emails.
- Update ASECQA with any changes to details of Approved Provider or Nominated Supervisor
- Submit all annual reports required by regulatory bodies
- Organise the Annual General Meeting
- Organise the Committee Handover Meeting
- Assist with kinder Open Day – update kinder brochure and parent handbook
- Review at least annually all position descriptions and liaise with incumbents to ensure the description accurately reflects requirements.
- Maintain up-to-date information in kinder foyer as per regulations prescribing displayed information requirements

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:

- Filing of correspondence is done in the filing cabinet in the office
- You may be a signatory on the Kinder bank account
- Liaise with Minutes Secretary regarding agenda items, meeting dates & venues. Assist with minutes if required