

**POSITION DESCRIPTION:**

**Vice President**

**JOB OVERVIEW:**

To deputise for the President of the kinder where and when appropriate and accept tasks that may be delegated to you as a member of the committee team.

**KEY ACCOUNTABILITIES:**

- To chair a Committee Meeting in the absence of the President
- To be organised and briefed about any Committee Meeting you may have to chair
- Staff Liaison (see more specific instructions under comments)
- Assist the President in preparing for the AGM
- Attend the monthly Executive and General Committee Meetings
- Ensure the Kinder Handbook remains up to date and is reprinted according to demand
- Support Performance Review Program
- Support Policy and procedure review and compliance needs with Policy Officer and Admin/Finance Officer
- Support the President with any delegated matters

**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:**

- Staff Liaison role to include;
  - Ensuring that staff meetings are completed (at least one per term). Obtain and review minutes. Follow up any outstanding matters.
  - Familiarity with staff position descriptions
  - Ensuring staff are aware of the business and direction of the committee
  - Acting as a conduit for staff to raise issues with committee
  - Ensuring staff are considered when the committee are making decisions
  - Having empathy for the issues facing the staff in a community based kindergarten
  - Conduct Teacher reviews and assist teachers with their staff reviews
  - Ensure regulations are met in relation to staff
  - Ensure staff are aware of any policy or regulation changes
  - Support ongoing review and update of kinder and staff related policies and procedures
  - You are required to undertake a working with children check (WWC)