

POSITION DESCRIPTION:

SPECIAL PROJECTS OFFICER

JOB OVERVIEW:

- To complete special projects and tasks requested by the Committee
- To prepare and submit licence application when required
- To manage the Key and lock distribution and log book

KEY ACCOUNTABILITIES:

- Perform projects and tasks requested by the Committee in the time frame required.
- Prepare and submit licence application
- Manage the Key and Lock distribution and log book.

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:

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