

A-13 Roles of Management Committee

National Quality Standards (NQS)

4.2.2	Professional standards guide practice, interactions and relationships.
5.1	Respectful and equitable relationships are maintained with each child.
5.1.1	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	The dignity and rights of every child are maintained.
6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Families are supported from enrolment to be involved in the service and contribute to service decisions.
6.1.2	The expertise, culture, values and beliefs of families are respected and families share in decision-making about their child's learning and wellbeing
6.2	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
6.2.2	Effective partnerships support children's access, inclusion and participation in the program.

Education and Care Services National Regulations

Reg. 157	Access for parents
Reg. 168	Education and care service must have policies and procedures
Reg. 181	Confidentiality of records kept by approved provider

Policy Statement

We aim to provide a quality service and will ensure that we operate according to the legal requirements of a managing body. The Management Committee will ensure that decisions are made in a proper way, according to the Centre's Constitution and in the best interests of the service

Related Policies

- Building Equipment Repairs and Maintenance Policy
- Complaints and Feedback Policy
- Communication Policy
- Family Participation and Communication Policy
- Financial Management Policy
- Grievance Procedures Policy
- Maintenance of Records Policy
- Privacy and Confidentiality Policy
- Policy Development Review Policy

- Staff Professionalism and Code of Conduct Policy
- Volunteers/students/visitors Policy

Procedure

The management will ensure that the service is managed according to funding bodies' requirements and that all relevant guidelines, acts, regulations, and the constitution are adhered to.

The management structure will be recorded with the duties clearly described.

Members of the committee will consist of parent users and interested community members.

Office bearers will be elected each year at the Annual General Meeting.

All committee members will know the requirements regarding;

- Management structure, roles and duties
- Constitution
- Service philosophy and goals
- Policies and procedures
- Funding and operational agreements
- National regulations
- Meetings
- Financial requirements

A handbook for management will be developed, updated and given to all the management. Existing members are encouraged to give support to new incoming members.

Membership of the management committee will be open to all parents using the service.

Parents will be actively encouraged to participate.

Decisions about the overall operation of the service will be made at the management committee level. Parents and staff will be kept informed about the committee's membership, meetings, and decisions and have the opportunity to give input into the management of the service.

The Director will attend meetings of management and present a written progress report regarding the running of the service and will provide information to the committee to assist decision making.

A staff member may attend a meeting to raise issues on behalf of the staff and to provide feedback to other staff on the committee's decisions.

Role of the Committee

The committee is responsible for the ongoing management of the service. Primarily this involves legal, financial, and employment responsibilities.

The responsibility of the day to day operations of the service are delegated to the Director.

The committee meets in accordance with the constitution.

General ongoing tasks of the committee include;

- Ensuring the needs of the parents, children, and staff are met.
- Ensuring the smooth daily operation of the service
- Communication of relevant issues
- Publicity and public relations
- Development and review of policy
- Planning
- Financial management and administration
- Liaison and compliance with funding and licensing bodies
- Employment, supervision, and direction of staff ensuring appropriate industrial awards are adhered to
- Continues maintenance and repair of the building and equipment
- Addressing ongoing issues as they arise

Nominated management members may gain access to service records, in accordance with confidentiality guidelines, when necessary, to fulfil their management responsibilities.

All members of the Executive on the Committee will complete and submit the correct forms required by the Regulatory Authority within 14 days of appointment to ensure that they are a fit and proper person for a management position. This will include a Criminal Record Check within the last 6 months and a Volunteers Working with Children Check number.

Specific Roles of the Offices

President

To oversee the operation of the service and ensure that all members of the service have a chance to play an active part in the committee and that everyone feels informed and included.

Responsibilities

- Maintaining awareness and presence of the service's day to day operations
- Provide strategic and mentoring support to the centre director Building meeting agenda items for committee meetings
- Facilitate committee meetings in accordance with the agenda and constitution
- Providing accountability to committee members and centre director
- Representing the committee at events and meetings
- Leading the volunteer capacity and recruitment of committee members
- Supporting the director with critical issues, complaints, and serious child behaviour resolution
- Facilitating conflict resolution within the service
- Assisting the director with staffing and recruitment
- Develop a strong working relationship with the director, committee and the school

Vice President

Responsibilities

- Fulfil the role of the president in his or her absence
- Work in consultation with the president to direct the operations of the committee
- Complete functional tasks within the committee as agreed
- Hold a strong understanding of the constitution, roles and responsibilities
- Provide accountability for the constitution and regulatory responsibilities of the committee

Treasurer

The treasurer is responsible for the financial administration of the centre to ensure and that budgets are set, managed, and maintained by the centre.

Responsibilities

- Budget planning in conjunction with the management committee and director
- Presenting a monthly P&L statement to the management committee
- Insurance Policies are current and reviewed annually
- Payment of wages and accounts
- Maintaining financial records including wages, receipts, invoices
- Coordinating the annual audit of committee finances

Secretary

The secretary role oversees the core communication and administration of the committee.

Responsibilities

- To maintain the committees meeting agenda and minutes records
- Manage and maintain the committees shared document files
- Communicate meetings and send out agenda's
- Maintain association legal documents, constitution and records
- Maintain the record of attendance at each committee meeting
- Provide required notice period for the AGM as per the constitution
- Manage all correspondence and keep an appropriate register of inward correspondence

Public Officer

A public officer is both the official point of contact for an incorporated association and one of the authorised signatories.

Responsibilities

- notifying Fair Trading of any change in the association's official address within 28 days
- collecting all association documents from former committee members and delivering the documents to the new committee member

- returning all association documents to a committee member within 14 days, upon vacating office
- acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable
- custody of any documents as required by the constitution.
- The public officer is automatically one of the authorised signatories for the association. However, the public officer is not automatically a signatory to the association's bank account.

General Committee

General Committee members are tasked with the implementation of agreed activities and the membership of subcommittees within the association.

Responsibilities

- Attend monthly committee meetings
- Provide insight, feedback and support to the committee and service
- Complete delegated tasks and responsibilities
- Involvement with subcommittees as required

Sources

- Early Childhood Australia (ECA) Code of Ethics
- Education and Care Services National Regulations 2011
- Framework for School Age Care in Australia – My Time, Our Place
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Community Services Complaints, Appeals and Monitoring Act, 1994

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Version Control			
Version	Changes Made	Initiated By	Director Sign-off
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v.2.202207	- Updated Related Policies - Updated Policy Name	Staff	
v.2.202105	- No changes made		
v.2.202005	- Modified wording throughout - Updated links to NQS, National Regulations and MTOP - Added related policies	Regulation requirement	