



Dr Harry Little Preschool

Dr Harry Little Preschool (DHLP) is owned and managed by volunteers through a Committee of Management. The 2021 Committee of Management welcomes all parents/families to join the 2022 committee and contribute to the operations of the Preschool. The Committee of Management have a pivotal role in the governance of the preschool, without a Committee of Management the preschool is unable to operate.

DHLP was established in 1973 and today is run by a group of volunteers who form the Community of Management (CoM). DHLP is an independently operated Preschool, it is responsible for managing its own learning program, staffing, development, fundraising, facilities and maintenance projects.

The CoM meet once a month - with a total of 11 meetings over the year. We encourage you to become involved with your preschool. Even if you do not hold a position on the CoM, we welcome and encourage interested parents to attend CoM meetings.

COMMITTEE OF MANAGEMENT POSITION DESCRIPTIONS

President (Executive Committee)

- Ensure effective communications with Staff, Parents and the Committee
- Chair monthly Committee meetings
- Coordinate the work of the Committee
- Support the Staff Liaison with staff support & management
- Liaise with relevant government agencies as required
- Monitor complaints
- Acts as signatory to financial accounts
- Administrator for the DHLP Facebook page

Vice-President (Executive Committee)

- Support the President
- Chair meetings in the absence of the President;
- Work with the Nominated Supervisor to ensure DHLP adheres to OH&S standards and completes all necessary compliance requirements.

Secretary (Executive Committee)

- Set dates for monthly committee meetings at the beginning of the year and communicate dates to committee members/staff
- Call for agenda items (one week prior meeting), prepare and circulate meeting agendas
- Record, distribute and appropriately save minutes of committee meetings & AGM
- Ensure all committee members have signed the declaration of confidentiality form, obtained Working with Children Checks and Police Checks (executive members only)
- Keep committee contact list up-to-date
- Liaise regularly with the DHLP Administration Officer
- Receive and action DHLP correspondence concerning the committee of management

Treasurer (Executive Committee)

- Present a monthly finance reports at each Committee meeting of actuals and comparison to budget position.
- Finalisation of monthly accounts, including preparation of monthly payroll accruals
- Facilitate annual audit
- Present the financial report at the AGM
- Preparation of annual budget, set proposed annual fees (for committee approval)
- Acting as a signatory to financial accounts
- Authorisation of supplier invoices on a weekly basis
- Complete relevant financial forms for government departments
- Engage in long-term maintenance planning and budgeting;
- Monitor debtors and applying fees policy where applicable;
- Work closely with Financial Administrator (staff Member)

COMMITTEE OF MANAGEMENT POSITION DESCRIPTIONS

CONTINUED

Staff Liaison Officer

- Attend bimonthly staff meetings as requested, act as liaison between staff & Committee
- Liaise with Financial Administrator to provide employment contracts to staff
- Assist with the employment of staff and delivery of staff induction
- Coordinate the Annual and Mid-Year Employee Performance Review process
- Assist with resourcing of Relief Staff
- Acts as a point of contact for the Anna Centre Employee Assistance Program
- Acts as a WorkSafe representative

Grants Officer x 2 Positions

- Seek grants applicable to specific maintenance requirements or educational items required for DHLP
- Apply for grants and obtain applicable quotes.

(Preferable for grants office to remain on Committee until completion of successful grants)

Maintenance Officer

(4 positions - 1 per term)

- Liaise with staff re: maintenance and upload requests into maintenance folder
- Gain quotes for any maintenance required, coordinate working bees/set agenda

Fundraising Coordinator (1 position) & Fundraising Committee Members (4 positions)

- Seek community donations and/or sponsorship for the fundraising
- Organise and coordinate the running of the fundraising events/annual fair to raise funds
- for extra resources and improvement of facilities at DHLP.
- Administrator for the DHLP Facebook page

General Committee Members

- Attend Committee meetings
- Support and assist Executive Committee members and staff with the running of DHLP

Book Club Coordinator

- Manage Scholastic book club orders: collect order forms, place orders and distribute books to families.

*A rewarding experience
and a fantastic
opportunity to give back
to the community.*

