

## A-15 Role of Management Committee

### NQS

QA. 4.1.2	Continuity of educators.
QA. 6.1.1	Engagement with the service.
QA. 6.2.3	Community engagement.
QA. 7.1	Governance
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.2	Management systems.
QA. 7.2.1	Continuous improvement.
QA. 7.2.2	Educational leadership.
QA. 7.2.3	Development of professionals.

### National Regulations

Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and Procedures to be followed
Reg. 171	Policies and procedures to be kept available
Reg. 181	Confidentiality of records kept by approved provider
Reg. 229	Register of approved providers
Reg. 253	Information kept by approved provider

### My Time, Our Place

L.O 2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
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### Policy Statement

We will operate a quality Centre and will ensure that we adhere to the legal requirements of a managing body. The Management will ensure that decisions are made in a proper way, taking into consideration the Centre's philosophy, according to the constitution and in the best interests of the service.

### Related Policies

- Normanhurst West OSHC Policy A-3: Philosophy
- Normanhurst West OSHC Policy A-11: Maintenance of Records

- Normanhurst West OSHC Policy A-12: Policy Development and Review
- Normanhurst West OSHC Policy A-16: Financial Management
- Normanhurst West OSHC Policy A-17: Privacy and Confidentiality
- Normanhurst West OSHC Policy A-18: NQF
- Normanhurst West OSHC Policy B-1: Facility Management and Security
- Normanhurst West OSHC Policy B-2: Building Equipment Repairs and Maintenance
- Normanhurst West OSHC Policy C-1: Educator Recruitment and Selection

## Procedure

The management committee will ensure that the service is managed according to the 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 or endeavour to make themselves aware of the requirements regarding:

- Management structure, roles and duties
- Constitution
- Centre's philosophy and goals
- Policies and procedures
- Funding and operational agreements
- Current legislation and regulations
- Meetings
- Financial requirements
- Employment responsibilities
- Maintenance of the premises

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 and interested community members.

Parents will be actively encouraged to participate (QA. 6.1.1)

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

The Nominated Supervisor will attend meetings of Management and present a written progress report regarding the running of the Centre. This report will provide information to the committee to assist in making decisions.

In addition to this, an educator may attend the meeting to raise issues on behalf of the Educators and to provide feedback to other Educators on the committee's decisions. The attendance of this Educator may only be accepted should the information being discussed not breach any Privacy or Confidentiality laws or requirements (Policy A-17: Privacy and Confidentiality). In instances such as these, the Management committee may choose to listen to the Educator and discuss the particular issue and, then once resolved or discussed, ask the Educator to leave the meeting. Any Educator that chooses to attend the meeting should be briefed on this requirement by the Nominated Supervisor.

### **Role of the committee**

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

The responsibility for the day- to -day operations of the Centre however is delegated to the Nominated Supervisor.

The committee meets in accordance with the constitution.

General ongoing tasks of the committee include:

- Ensuring the needs of the parents, children and Educators are met.
- Ensuring the smooth daily operation of the Centre.
- Appointing and monitoring the performance of the Nominated Supervisor through yearly Appraisal meetings (See QA. 7.2.3)
- Communication of relevant issues.
- Publicity and public relations.
- Development and review of policies (see Policy A-12: Policy Development and Review)
- Ensuring the Centre operates in line with its policies (see Reg. 170)
- Oversee the financial management and administration of the Centre (see Policy A-16: Financial Management)
- Liaise with the Administrative Service Provider.
- Liaison and compliance with funding and licensing bodies.
- Employment, supervision and direction of Educators, ensuring appropriate industrial awards are adhered to (see Children's Services Award (2010))
- Continued maintenance and repair of the building and equipment.
- Addressing ongoing issues as they arise.
- Providing a duty of care to Educators through a commitment to the current WHS regulations (See Policy D-28: Work, Health, and Safety).
- Medium and long term planning for the perceived best result for the Educators, parents and children of the Centre.

Nominated management members may gain access to the services records, etc. but only in accordance with confidentiality guidelines and when necessary to fulfil their management

responsibilities. Confidentiality will be maintained at all levels at all times (See Policy A-17: Privacy and Confidentiality).

### **Specific Roles of the Officers**

#### *Convenor*

- Facilitate the smooth running of the Management Committee.
- Ensure that the Centre constitution, policies and statutory regulations are observed
- Set the meeting agenda, in consultations with the Management Committee and Nominated Supervisor which will cover all necessary business.
- See that the meeting is properly convened in accordance with the Centre's constitution.
- Determine if a quorum is present at meetings.
- Chair the meeting, helping to make the meeting enjoyable, efficient and quick.
- Ensure the agenda is adhered to and that all members have a chance to contribute to the discussion.
- Assist the meeting to come to agreement.
- Acting as a final decision maker when votes are tied.
- When decisions are made, clearly state what the decisions were, who will implement these and ensure this is recorded in the minutes.
- Summarise at the end of every meeting so that individuals have a clear understanding of tasks to be performed and decisions made.
- Close the meeting only after the business at hand has been properly conducted.
- Ensure the minutes of each meeting are accepted and seconded at the following committee meeting, and this is noted in the minutes.
- Sign any required paperwork to ensure adherence to legislation with regards to ACECQA
- Sign and /or electronically approve financial transactions via commbiz weekly, or more often as required
- Act as a spokesperson for the Committee and Service within the broader community, as required.
- Liaise with the Nominated Supervisor as required and be up-to-date with events within the Centre.
- Primary liaison with the Administrative Service Provider.

#### *Vice Convenor*

- Perform the above duties in the Convenor's absence and to assist the Convenor in performing their tasks.
- Sign and /or electronically approve financial transactions via commbiz weekly, or more often as required

### Secretary

- Keep records of all business to do with the committee, correspondence and minutes (see Reg. 181). Ensure all membership records are kept and appropriately maintained by the Administrative Services Provider.
- Keep a register of all committee members in accordance with Associations Incorporation Act NSW (2009)
- Call meetings giving notice as required under the constitution.
- Read and table for the meeting all relevant incoming and outgoing correspondence.
- Deal with this correspondence as decided by the committee.
- Ensure that all correspondence relevant to the Educators is forwarded to them as soon as possible.
- Before each meeting, organise the venue and type and distribute the agenda.
- Take the minutes for the meeting in a professional manner, ensuring there are no breaches of Privacy and Confidentiality by removing names from Minuted discussions (see Policy A-17: Privacy and Confidentiality)
- After each meeting, distribute the minutes to the members of the committee, the Administrative Services Provider and the Nominated Supervisor
- Ensure the minutes are kept updated and accepted / seconded at each meeting.
- Sign and /or electronically approve financial transactions via commbiz weekly, or more often as required

### Treasurer

This role stands in consultation with the Administrative Service Providers and therefore the following tasks may be delegated as appropriate.

- Oversee the financial management of the Centre.
- Ensure that true and proper financial records are kept.
- Assist in the review and approval of budgets in consultation with the management committee, Nominated Supervisor and administrative body for financial expenditure.
- Ensure the prompt payment of accounts in conjunction with the administrative body.
- Ensure the safe records of receipts and payments.
- Arrange for the banking of monies as soon as possible.
- Oversee the maintenance of wage records by the administrative body in compliance with the Children's Service Award (2010)
- Sign and /or electronically approve financial transactions via commbiz weekly, or more often as required
- Ensure correct Taxation procedures are followed by the administrative body.
- Ensure Centre follows correct card expenditure procedures.
- In conjunction with the Management Committee, review the written report and Income and Expenditure Statement provided by the administrative body at Committee meetings.

- Ensure an annual, independent, external audit is carried out.
- Review the annual financial statements and auditors report presented by the administrative body at the AGM. Liaise with the auditor for any questions or clarification required.
- Ensure that all government and funding agreement requirements are carried out.

In addition to roles of the Office bearers, the Management Committee may also have several other members who may or may not have delegated specific responsibilities.

#### Public Officer

- To make statements to the press on behalf of the organisation.
- To publicise the activities of the organisation.
- To arrange for promotion material, such as posters, pamphlets, newsletters etc.
- The Committee should appoint a Public Officer to be responsible for submitting the Annual Returns.

**Note:** There is no requirement for the Public Officer to be on the Management Committee; however, they should attend meetings for consistency. A management committee member may hold two roles where one is Public Officer.

#### Liaison Officer

- To act as the liaison person between the Educators, parents, school, the community and the committee (See QA. 6.2.3)
- To be a contact person on the committee, for Educators if required, e.g. if need to inform them of their absence, issues or problems that they wish to seek the committees advice on.
- To encourage interaction between Educators, parents and the committee.
- To be on the sub-committee to employ Educators for the Centre.
- To ensure new Educators are oriented to their job (See QA. )
- To encourage Educators and committee to participate in appropriate training courses.
- To be involved in Educator evaluation and review (See QA. 7.2.3)
- To ensure that Educator and parent handbooks are updated and available.
- To participate in the grievance procedure where necessary (see Policy C-7: Grievance Procedures)
- To liaise with the Nominated Supervisor on the suitability and use of volunteers, work experience or practicum placements.

#### Fundraising Officer

- To arrange fundraising activities, either directly or by delegation.
- For co-ordinating and overseeing fundraising efforts
- To be responsible for ensuring that fund raising money is collected and given to the Treasurer for banking.

Other Roles Include:

*Assistant Secretary*

Take on some of the responsibility of the Secretary's role such as dealing with the correspondence. Perform the Secretary's duties in their absence.

*Assistant Treasurer*

Take on some of the Treasurer's responsibilities, as decided by the Treasurer. Perform the Treasurer's duties in their absence.

*Financial sub committee*

Assist in all the above duties and to ensure that the financial aspects of the committee are properly maintained and in order.

## Sources

- Education and Care Services National Regulations (2011)
- Education and Care Services National Law Act (2011)
- Children's Services Award (2010)
- Commonwealth Privacy Act 1988
- Community Early Learning Australia – Governance and management policy
- Associations Incorporation Act NSW (2009)
- Australian Children's Education and Care Quality Authority – Provider Approval Information Sheet.
- NSW Fair Trading Model Rules for Incorporated Associations
- Safe Work Australia Act (2008)
- Legislative extracts for approval and continued approval under the Family Assistance Law
- Network of Community Activities Factsheet – 'Approved Provider (Management Committee)'
- Children and Young Persons (Care and Protection) Act (1998)
- Health Records and Information Privacy Act (2002)
- Public Health Act (1991)
- Office of the Children's Guardian -Working with Children Check NSW

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