When you nominate yourself or are nominated for one of the following roles, please be advised you will also have the role as a general committee member so ensure you read both descriptions.

**POSITION DESCRIPTION SUMMARY**

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| **GENERAL COMMITTEE MEMBER** | Attend monthly committee meetings where your voice is required to assist with making important decisions in regards to the general running of the Balnarring Pre-School.  Assist where possible in review of Balnarring Pre-School Policies.  Be able to have honest, open communication with all committee members including responding to President when requested. |
| **PRESIDENT** | The provision of leadership of the committee to ensure the effective and efficient running of the Preschool. |
| **VICE PRESIDENT** | Assist the President to provide leadership and effective governance of the Preschool. |
| **SECRETARY** | Acts a Public Officer by completing official documentation, collecting the mail and responding where necessary, reporting on correspondence to the committee. The secretary generally works in conjunction with, and supports the President. Ensures Committee “folders” are updated when necessary, maintains noticeboards and audits the first aid kits quarterly. |
| **TREASURER** | Be responsible for the bank income, payment of expenses and invoices, management of term deposits, photocopy the monthly reports provided by the Book Keeper, End of Year income and Expenditure statements and providing the Preschool’s current financial status at committee meetings.  A knowledge of accounting and/or book keeping principles is suggested for this position. |
| **ASSISTANT TREASURER** | Oversee the work of the bookkeeper employed by the preschool. Prepare the annual budget and the monthly profit and loss statements for Committee meetings. Bank all cash weekly and assist the treasurer as necessary. |
| **ENROLMENTS COORDINATOR** | Show prospective families the Kinder and answer any questions that they may have. Prepare and send group preference letters with the Educational Leader for 3 & 4 year old groups during Sep and Oct for the following year. |
| **FEES COORDINATOR** | Distribute the fees slips each term and follow up any unpaid fees. Issue receipts for registered childcare at the end of each semester. |
| **FUNDRAISING COORDINATOR** | The Fundraising Coordinator manages and coordinates the fundraising sub-committee to raise money for the year to pay for items from the Preschool budget. This is very important to the Preschool, to enable the ongoing provision of supplies, improvements, equipment and many other items. |
| **GRANTS COORDINATOR** | The Grants Officer secures grant funding to pay for items on the Preschool ‘Wish list’. This is important to the Preschool, as it is a way of funding special projects without having to fundraise within the kinder community. |
| **HISTORIAN** | The Historian is the link between the past and the current, and is responsible for the historical record keeping. |
| **MAINTENANCE COORDINATOR** | Responsible for coordinating the working bees, maintenance days, cleaners and the purchasing of cleaning products required at the Preschool. |
| **MINUTES SECRETARY** | Take minutes of meetings, including the Annual General Meeting and distribute these minutes to the committee and educators and make them available to the preschool community. Maintain the Staff and Committee Position Descriptions. |
| **NEWSLETTER & WEBSITE COORDINATOR** | Collate, photocopy and distribute the monthly newsletter to all families and educators. Upload the newsletter on the website and make other minor changes to the website as required. Familiarity with computer systems is required for this position. |
| **POSITION DESCRIPTION SUMMARY LAST UPDATED:** August 2016 | |