

**Governance & Management Committee Policy**

**Roles & Responsibilities**

**Responsibilities of the Committee as a Whole**

Under the 'Rules for the University Preschool & Child Care Centre Inc.' (these rules) the Committee of Management (the Committee) consists of:

- The officers of the University Preschool & Child Care Centre Inc. (the Association);
- Not more than seven members of the Association elected as ordinary Committee members; and
- The Director of the Centre; and
- A Preschool staff representative; and
- A Childcare staff representative.

Under these rules, the Committee:

- Shall control and manage the business and affairs of the Association;
- May, subject to these rules, exercise all such powers and functions as may be exercised by the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; and
- Subject to the Ordinance of these rules, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association;
- Determine the remuneration of servants of the Association.

The Committee has the following responsibilities:

- To ensure that the Centre's licence is current and compliant with the ACT licensing regulations;
- To monitor financial viability and accountability, including ensuring that:
  - an annual budget for receipts and expenditure is prepared;
  - receipts and expenditure are in accordance with budget;
  - surplus funds are invested appropriately'
  - required paperwork is completed and submitted on time to relevant funding agencies;
  - annual financial reports and audits are completed and filed accordingly'
  - any additional financial requirements (eg. Taxation Office) are completed appropriately;
- to ensure that the requirements for accreditation are met and reviewed appropriately;

- to employ appropriate staff and to ensure compliance with required awards and conditions of employment. A part of employing staff includes having in place and using:
  - orientation procedures;
  - staff development and training opportunities;
  - grievance procedures;
  - termination procedures;
- to develop a communication system so that:
  - the specific roles, responsibilities and line of authority of the Committee the director and the staff are clearly defined and acceptable to all parties involved;
  - decisions are made and shared without delay;
  - relevant persons (staff, parents) are involved in decision making;
  - information is readily disseminated to interested parties;
  - appropriate responsibility and/or authority is delegated as needed in a timely fashion;
  - directions received as a result of general meetings are responded to; and
  - a change-over process is set in place so that a smooth transition between committees is effected;
- to oversee that other necessary legal responsibilities, eg award responsibilities for staff, and federal anti-discrimination and occupational health and safety legislation, are met;
- to ensure that the building, grounds and equipment are properly maintained so that the safety and health of the children is ensured. This includes the use of toys and equipment which complies with Australian Standards;
- to verify that staff with First Aid certificates renew them accordingly;
- to ensure that the Association's rules are adhered to; and
- to ensure that the requirements of the '*Associations Incorporation Act 1991 (ACT)* are met.

### **Roles of Individual Committee Members**

Under the rules, the Officers of the Association are:

- a President;
- a Vice-President;
- a Treasurer; and
- a Secretary;

one of whom shall be Public Officer. (Currently the Secretary)

The Officers of the Association constitute and Executive Committee which may issue instructions to the Secretary and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the Committee, and where any such instructions are issued, shall report thereon to the next meeting of the Committee.

### **President**

Under the rules:

- the President, with the Treasurer and the Secretary, is a signatory of all cheques and other negotiable instruments (all such instruments must be signed by two officers); and
- the President, or in the person's absence, the Vice President, shall preside as chairman at every general meeting of the Association.

The President's responsibilities are to:

- lead the Committee;
- chair Committee meetings. The Committee generally meets monthly;
- clear the agenda for the meetings;
- prepare reports to the Committee at each meeting;
- prepare and deliver an annual report for the Annual General Meeting;
- communicate regularly with the Director and relevant Committee members;
- liaise with sub-Committees, parents as required.

### **Vice-President**

Under the rules, the Vice-President chairs general meetings in the absence of the President.

The responsibilities of the Vice-President are to:

- take over the role of the President when:
  - the President is absent;
  - the President has requested the change;
- share in the liaison duties with other sections of the organisation; and
- chair a particular subcommittee if so assigned.

## **Secretary;**

Under the rules, the Secretary:

- with the president and the Treasurer, is a co-signatory of all cheques and other negotiable instruments;
- is responsible for placing an advertisement at least 14 days before the date fixed for holding a general meeting of the Association and for giving each member of the Association written notice of the general meeting in time to reach the member before the day of the meeting;
- is responsible for preparing the ballot paper if a ballot for an office is to be held
- is responsible for the keeping of full and correct minutes of all proceedings and records of all the affairs of the Committee of Management and of the Association. The Secretary may at his or her discretion nominate the Director or a member of the Committee to keep the minutes of individual meetings on his or her behalf;
- is the keeper of the seal of the Association

The Secretary's responsibilities are to:

- ensure there is a current list of members including addresses;
- ensure that the agenda for meetings is distributed;
- keep on file all minutes to demonstrate a true and accurate record of meetings;
- ensure that copies of the minutes are distributed at or before the next subsequent meeting
- present applications for membership to the committee for approval and notify the applicants of the results;
- collect, report on, and respond to relevant correspondence as directed by the Committee; and
- be responsible for the Committee's management files.

## **Treasurer**

Under the rules, the Treasurer:

- Shall faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operations and business of the Association in such form and manner as the Committee may direct;
- Shall, on behalf of the Association, receive all moneys paid to the Association and forthwith after the receipt thereof issue official receipts therefore;
- With the President and Secretary, is a co-signatory of all cheques and other negotiable instruments;
- Shall cause to be delivered to the auditor a list of all the accounts, books and records of the Association

The Treasurer's responsibilities are to:

- Ensure the accuracy and completeness of the Centre's banking and accounting records. (The Centre employs an administrative staff member who is responsible to the Director for the Centre's book-keeping);
- Make payments authorised by the association, and ensure that other required payments (eg, payroll, insurance, registration fees, etc) are made;
- Prepare and present monthly financial reports to each Committee meeting,;
- Be available to discuss the state of finances as required at meetings
- Prepare the annual financial statements and present them at the annual general meeting
- Coordinate the annual audit and include results with the annual statement at the annual general meeting; and
- Ensure that an annual budget for the association is prepared

NB: This work is done by the Centre Administration Assistant, with a book-keeper checking over on a monthly basis for accuracy. Both these people report to the Centre Director who then keeps the Treasurer informed and ensures that they receive monthly reports in time for the Management Committee meetings

### **Public Officer**

The Public Officer's responsibilities are to:

- Submit the correct form indicating the change of public officer to the Office of the Registrar-General;
- Submit all required forms and reports related to the Association; and
- Receive and correspondence from the Registrar-General and present to the committee for action.

### **Committee Member**

The responsibilities of a general committee member are to:

- Prepare for and attend meetings of the committee;
- Cooperate with other committee members to ensure the operation and smooth running of the Centre;
- Cooperate with other committee members to ensure that the objectives of the Centre are met;
- Keep informed of all Committee agenda; and
- Cooperate with other committee members, join sub-committees, and fulfil tasks as necessary to carry out the duties of the management committee.

## **Problem Solving Strategy**

- 1) ASSESS – situation
  - By open discussion amongst all committee members at committee meetings
  - By canvassing the opinions of members and staff
- 2) PLAN – how to deal with the situation
  - Make a decision (reached by consensus)
  - Formally record decision and plan of action
- 3) IMPLEMENT – carry out decision made by committee
  - Decide whose responsibility it is to carry out actions
  - Formally record delegation of responsibility
- 4) EVALUATE – outcome
  - Evaluate whether the plan of action has been properly implemented and whether it has resolved the situation
  - If not, reassess the situation using the problem solving strategy

### **Source:**

*Rules for the University Preschool & Child Care Centre Incorporated*

*Management Committee - University Preschool & Childcare Centre*

*Recommendations from the University Preschool & Child Care Centre, Policy Sub-Committee in conjunction with Staff and Parents of the Centre.*

Australian Children's Education & Care Quality Authority (2011) National Quality Framework Resource Kit, *Guide to the National Law and Regulations*, Australian Commonwealth Government

National Child Care Accreditation Council (2006) *Developing a Policy*, Retrieved from [http://ncac.acecqa.gov.au/educator-resources/factsheets/qias\\_factsheet\\_4.pdf](http://ncac.acecqa.gov.au/educator-resources/factsheets/qias_factsheet_4.pdf), 19/06/17

**Policy Review: March 2020** or as deemed necessary by the Director & Management Committee