

COMMITTEE ROLES	All committee members attend monthly meetings currently held on the second Monday of each month from 7.30 to approx 9.30pm.
President	<ul style="list-style-type: none"> • Chairs monthly committee meetings • Attends meetings relevant to the Kindergartens operations • Responsible for general administration in consultation with the committee.
Vice President	<ul style="list-style-type: none"> • Chairs committee meetings if President is absent. • Assists in general administration of the Kindergarten. • Consults with staff as required.
Treasurer	<ul style="list-style-type: none"> • Manages the Kindergarten's financial records. • Provides monthly statement at committee meetings & annual reports. • Arranges for payment of staff (with aid of a payroll service).
Secretary	<ul style="list-style-type: none"> • Prepares agendas and records minutes of all committee meetings. • Records incoming and outgoing mail. • Oversees electronic storage of committee documents • Undertakes annual reporting activities for organisations including Consumer Affairs and the City of Whitehorse
Enrolments / Fees Officer - 3 year olds	<ul style="list-style-type: none"> • Liaise with Whitehorse Preschool Association (WPSA) regarding current and future year enrolment lists. • Arrange for offers to be made for the following years groups, and fill incidental vacancies should they arise. • Invoice, collect, record and bank kindergarten fees each term. • Prepare Registered Child Care Claims.
Enrolments / Fees Officer - 4 year olds	
Maintenance Officer	<ul style="list-style-type: none"> • Arrange required maintenance to the Kinder throughout the year. • Liaise with Council regarding maintenance issues. • Takes a leading role in capital improvement projects, in consultation with committee.
QIP/Policies Representative	<ul style="list-style-type: none"> • Monitoring and updating of Quality Improvement Plan in consultation with staff • Reviews and oversees the process for review and updates of kindergarten Policies.
Newsletter/ Public Relations	<ul style="list-style-type: none"> • Responsible for public relations and advertising • Produces e-newsletter 2-3 times per term • Manages email communication to parents and maintenance of website. • Seeks and applies for Grants to enhance Kinder funding with the Grants Officer (sub-committee role)
Fundraising Co-ordinator	<ul style="list-style-type: none"> • Organises and manages fundraising activities with the aide of the fundraising sub-committee.
Social Activities/ Uniforms	<ul style="list-style-type: none"> • Organises social activities for the children, parents and staff eg: play in the park sessions, miniature train ride

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Co-ordinator (1)	<p>day etc.</p> <ul style="list-style-type: none"> • Organises sales and ordering of uniforms.

SUB-COMMITTEE ROLES	The holders of these roles make an active contribution to the kinder, but are not expected to attend monthly meetings and do not have voting rights.
Fundraising (4 + positions)	<ul style="list-style-type: none"> • Reporting to and assisting the Fundraising Co-ordinator
Maintenance Assistant	<ul style="list-style-type: none"> • Assists Maintenance officer to organise and supervise working bees each term. • Provides assistance and support to the Maintenance Officer as required
Grants Officer	<ul style="list-style-type: none"> • Identifies appropriate community grants that may be available to the kindergarten • Prepares applications in consultation with relevant committee members.