

# Committee of Management



## Information Booklet

## How can you contribute as a member of the Committee of Management?

- Note meeting dates in your diary and organise other commitments so you can attend regularly.
- Be on time so the meeting can start on schedule.
- Apologise in advance if you just can't make it.
- Read the agenda prior to the meeting and do some "homework" on items that are important to you so you can contribute effectively.
- Keep your comments focused on the key points.
- Speak to other members, not at them and address them by name. Try not to interrupt other speakers.
- Volunteer for sub-committees that may be give responsibilities for particular areas of work.
- Be aware that you may need to declare a conflict of interest on a particular issue.
- Value and consider the knowledge and information provided by others. Often the decisions come after a consideration of many different perspectives.
- Respect and keep private and confidential information that may be discussed.

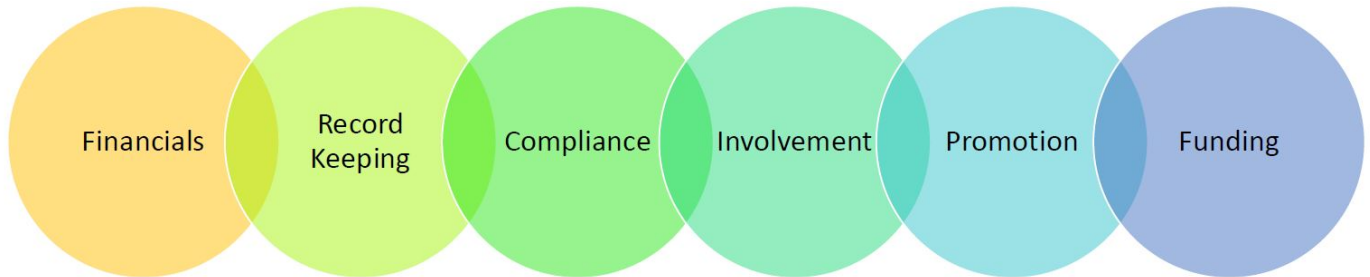
## What does a Committee of Management do?

- Act on behalf of the members of the association and be accountable to them
- Has legal responsibility under the Association Incorporation Reform Act 2012 (Vic)
- Has legal responsibility as the Approved Provider under the Education and Care Services National Law Act 2010
- Has other legal responsibilities as an employer and provider of a community service
- Maintain the Centre's financial viability through budgeting and monitoring
- Ensure the association's purposes are being met
- Develop and review the association's strategic plan to define its medium-term direction
- Sign contracts on behalf of the association
- Employ staff in consultation with the Director
- Delegate responsibilities to enable the work of the Centre to be achieved
- Maintain adequate records
- Review and assist in the development of policies
- Attend Committee of Management meetings
- Organise fundraising and social events for the association

## Committee of Management Responsibilities



## Key functions of the Committee of Management



## What are the benefits of being on the Committee of Management?

- An understanding of the ethical and legal responsibilities of a management body.
- Awareness that no individual holds the power, it is invested in the committee as a whole.
- A sense of achievement in working cooperatively as a group.
- An ability to trust other members and come to appreciate their trust in you.
- A deeper sense of what it means to be accountable.
- Satisfaction that you are promoting quality care for you child and for other children at the Centre.

## What will happen at a Committee of Management meeting?

An agenda will be followed. The agenda will be sent to you prior to the meeting and will outline the structure of the meeting.

A typical agenda will list:

- Apologies
- Minutes of previous meetings
- Business arising from previous minutes
- Correspondence – in/out
- Business arising from correspondence
- Reports
- General Business

If you want to have an item discussed you can ask for it to be put on the agenda prior to the meeting or raise it under general business.

## What are the roles and duties of the Committee of Management?

### Executive Committee Members

#### **Chairperson/President:**

- Chairs the Committee Meetings and ensure they are run smoothly and in an efficient manner
- Maintains an effective working relationship with the Director
- Decides if a quorum (minimum of 5 members entitled to vote) is present at meetings and ensure all meeting procedures are followed as per the Rules of the Association
- Ensures the agenda is adhered to and all members have a chance to contribute to any discussion
- Assists the meeting to come to an agreement
- Ensures workload is shared amongst Committee members
- Deals with grievances according to Centre policy
- Liaises with outside bodies and act as a spokesperson for the Committee when necessary
- Ensures any decision made is passed by the majority of the Committee members



- Follows the duties as specified in Deep Creek Child Care Centre Inc. Associations Incorporation Reform Regulations
- Provides leadership to the organisation, in collaboration with the Director and Committee.

### **Vice-President:**

- Takes on the role of Chairperson/President if that person is absent.

### **Treasurer:**

- Ensures appropriate financial systems and controls are in place
- Presents financial reports at meetings (including profit and loss statements, statements of financial position, budget comparisons and cash forecasts)
- Ensures that true and proper financial records are kept
- Ensures an annual audit is carried out
- Ensures Commonwealth Department's financial requirements are met
- Collaborates with the Director in preparing an annual budget.

### **Rules Secretary:**

- Gives notice of meetings
- Sets the committee meeting dates for the following year
- Prepares agenda and minutes and distributes to all members of the Committee and Association
- Keeps records of all business to do with the Committee, including submissions and report notices sent to members of the Association
- Ensures the President, Treasurer and Director have completed their annual reports and sets the agenda of the meeting.

### **Ordinary Committee Members:**

All members of the Committee of Management except for the Executive Members are known as Ordinary Committee Members.

The role of Ordinary Committee Members is to:

- Prepare for and appropriately participate in meetings

- Are knowledgeable about the work of the centre and any current issues and projects
- Undertake any assignments allocated on an individual or group basis
- Participate in the grievance process where necessary
- Attend functions organised by the Committee/Centre

The following positions can be filled by Ordinary Committee Members:

#### **Educator Liaison Officer:**

- Acting as a liaison between the educators and the Committee of Management
- Where necessary participating in the appeal process of Educator Appraisals
- Raising educator concerns and issues at Committee of Management meetings

#### **Fundraising and Family Events Co-ordinator**

- Organising family events for the Centre with assistance from the Committee of Management
- Creating and maintaining the Family Events Organiser
- Leading and helping to organise all fundraising activities in a timely manner

- Reporting to the Committee of Management after fundraising initiatives

### **Grants and Capital Works Co-ordinator**

- Attending Council run workshops on Grant applications
- Researching Government and Community grants that would be applicable
- Working with Director on Grant applications
- Working with Director to obtain Council contributions for capital works
- Reporting to the Committee of Management regarding capital work initiatives