

KinderLink Inc



Board Member Information



KinderLink Board Information Booklet

Role of the KinderLink Board

The Victorian Department of Education (DE) is responsible for the regulations, governing the standards that the KinderLink Kindergartens must maintain.

The Role of the Board is the legally constituted body that governs KinderLink Incorporated.

The Board is elected at the Annual General Meeting which takes place in November.

No formal qualifications are required for board members; however, Board Members will need a:

Working With Children Check (WWCC) [Working with Children Check | Working and Volunteering | Service Victoria](#)

and

Police Check [National police checks and fingerprinting | Our services | Victoria Police](#)

Each of the three Centre's (Badger Creek, Haig Avenue and Queens Park) are required to have at least two representatives sitting on the KinderLink Board.

There are TEN meetings held throughout the Kinder year at the KinderLink office in Badger Creek or via Teams online. The proposed meeting dates for the upcoming year are enclosed.

Office bearers:	President
	Vice-President
	Secretary
	Treasurer
	General Board Members



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The Board works in conjunction with the KinderLink administration supporting the operation and governance of the KinderLink Kindergartens.

The Board operates under a Constitution (Rules for Incorporation Pursuant to the Provisions of the Associations Incorporations Act 1981) and is bound to a Funding Service Agreement with the State Funding Body (DE).

The Kindergartens are operated under the Education and Care Services National Law Act (2010) and the Education and Care services Regulations 2011. The Act and Regulations are legally binding and form the basis of the registration of the Kindergarten as a Children's Service. Under the Act and Regulations, the Board is deemed to be the "Approved Provider" of the Kindergarten.

The responsibilities of the Board include working with the administration team to determine how the center's will operate, including but not limited administrative support, policy development and financial management.

In order to achieve these responsibilities, roles with specific tasks have been assigned to each Board Member. It is very important that each committee member tries to attend the monthly committee meeting.

All Board Members are required to share relevant information, from the Board Meetings, with their Centre's committee. All Board Members are required to bring relevant information from their Centre's committee meetings to the KinderLink Board Meetings.

All Board Members must have a thorough understanding of the confidentiality that comes with their position. Along with the responsibilities that the Board Role entails.



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KinderLink Inc Board of Management

The KinderLink elected members volunteer their time to support management, staff, families and the programs as part of a team, as such:

- No member has the authority to act independently.
- Any potential conflict of interest should be declared regarding information presented to members
- Committee members' fees must not fall into arrears to ensure eligibility for their position.



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I commit to contributing to creating an environment at KinderLink Inc that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.
- I promise to do my best to support management and the kindergarten staff with day to day kindergarten operations including but not limited to fundraising and minor maintenance.
- I also promise to act, at all times, on behalf and in the best interest of my child's preschool, its staff, management and families.
- As a board member, I may receive information of a confidential nature.
- I promise to maintain this confidentiality, so I do not contravene the Privacy Act 2001 and/or the policies, procedures or interests of KinderLink Inc.
- I undertake to carry out my elected role to the best of my ability for the benefit of those I represent.



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I, _____ (please print name),

declare that:

I have volunteered for the role of _____

on the

KinderLink Board.

Signed: _____

Date: _____



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Confidentiality

At times, as part of the Board you will receive and discuss information that is sensitive in nature. It is important that any of this information deemed confidential, is not disclosed or discussed outside of members of the Board.

All Board members are required to sign the KinderLink *Privacy and Confidentiality Policy* and provide KinderLink management with a copy. Breaches of this policy and of confidentiality of information disclosed/discussed in Board meetings may see the removal of a member from the Board.

I _____ (please print name)

Declare that I have read the Kinderlink Privacy and Confidentiality Policy:

I will adhere to Kinderlinks privacy and confidentiality policy and will not disclose or discuss any information outside of the members of the Kinderlink Board

Signed: _____

Date: _____



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Code of Conduct Policy Acknowledgement for Approved provider, Persons with Management and Control, Nominated supervisor, Person in Day-to-Day Charge, all staff, KINDERLINK BOARD AND ALL VOLUNTEERS

I hereby acknowledge that on _____ [Insert Date], I received a copy of the Kinderlink *Code of Conduct policy*.

I have read the policy and I understand its contents.

I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst working with Kinderlink.

I understand that the approved provider will address any breach of this policy, and that any serious breach could lead to disciplinary or legal action.

Signature

Name (please print)

Date

Witness signature

Name (please print)

Date

Thank you for your contribution to making [Company] an open, safe, welcoming, and friendly environment.



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Skills Audit

KinderLink values the life and community skills that our KinderLink Board Members have, we also like to know other skills or experience you possess and are willing to let us utilise. If you could identify and elaborate on any of the below or have anything else that you think may be useful, please include it.

Name _____

Skills / Knowledge	
Current/Previous Occupations	
Organisational/business management	
Staff development	
Media and public relations; Web and social media	
Financial	



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Government/Council liaison	
Event Management/Fundraising	
Grant writing/ Sponsorship and funding	

JOB DESCRIPTION - PRESIDENT

- Position of office bearer is mandatory
- Requires a current "Working with Children" and Police Check.

The President's role is one of leadership and includes the following responsibilities:

1. Coordinating the work of Board by ensuring:
 - effective control of Board meetings
 - correct meeting procedures are followed
 - the committee has clear and agreed goals
 - decision making occurs in a democratic manner and is properly recorded
 - policies are implemented and reviewed regularly
2. Impartial chairing of the Board meetings



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- 3.** If unable to chair the meeting making sure that an appropriate person is organised and briefed to undertake the role – this is usually the Vice President
- 4.** Acting as spokesperson for the Board
- 5.** Present a monthly report on any major or ongoing issues to the Board with preparation involving KinderLink administrative staff.
- 6.** To chair the AGM.
- 7.** Create a constructive atmosphere for the meeting facilitating genuine participation and discussion from all members.
- 8.** Ensure effective and open communication with parents and staff about important decisions.
- 9.** Ensure that the work is shared as far as possible among those on the Board and follow up activities to ensure they are being completed within timeframes.
- 10.** Ensure the implementation of Board decisions.
- 11.** To oversee the reviewing of policies conducted by the Administration Officer and as necessary to present policies to the committee of management at monthly meetings for approval.



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12. In consultation with the KinderLink Administrative Manager and committee review the business plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided



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JOB DESCRIPTION - VICE-PRESIDENT

- Requires a current Working with Children and Police Check.

The Vice-President's role is to:

1. Provide support to the president in the exercise of their duties
2. Assume the role of President in his/her absence or as requested by the President
3. Take minutes at monthly meetings if the minute secretary is unable to attend
4. In consultation with the KinderLink Administrative Manager and Board, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided



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JOB DESCRIPTION - SECRETARY/PUBLIC OFFICER/MINUTES OFFICER.

- Requires a current Working with Children and Police Check

The Secretary/Public Officer's responsibilities include:

1. Confirm the completion of all DET licensing paperwork as required by the Administrative Manager (usually once per year).
2. Fulfil the responsibilities required by the Associations Incorporation Amendment Act 2009.
3. In consultation with the KinderLink Administrative Manager and Board, review the Business Plan in first term and prepare to implement improvements which will enhance the kindergarten and the program provided.
4. Record and submit minutes within one week of the meeting.



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JOB DESCRIPTION – TREASURER

- Position of office bearer is mandatory.
- Requires a current “Working with Children” and police check.

Treasurer’s role is to ensure the financial responsibilities of the Board are met. The Treasurer’s responsibilities include:

1. Together with the Bookkeeper and Administration Manager, the Treasurer is responsible for all financial records including: Investment accounts, Incoming money- term fees, subsidies, outgoing money- bills, petty cash etc.
2. Ensure the deposit of all incoming monies e.g., enrolment fees, excursion money, “fundraising money”, to the credit of the Kindergarten in the designated bank accounts.
3. Ensure that bank accounts are operated correctly.
4. Ensure that accounts are reconciled with each bank statement (in conjunction with the bookkeeper).



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5. Ensure the financial accountability requirements (FAR) are sent to funding body (DET).
6. In consultation with the KinderLink Administrative Manager and the committee, review the Business Plan in first term and prepare to implement any improvements which will enhance the kindergarten and the program provided.

JOB DESCRIPTION – KINDERLINK OFFICE ADMINISTRATION STAFF

1. Prepare a meeting date list for the year and notify board members and staff.
2. Prepare Board Member contact list and distribute after AGM or when board is fully established.
3. Establish a Board education/skills/experience list.
4. Ensure both contact and skills lists are maintained and updated when necessary.
5. Present and distribute agenda for monthly meetings – email out meeting reminders.
6. Report on any applicable, major or ongoing issues to the Board.
7. Distribute any appropriate information post AGM to Board Members.
8. Ensure effective and open communications with parents and staff about important decisions.
9. Act as the first point of contact for all enquiries regarding licensee and employer obligations.
10. Submit annual application for Early Childhood Teacher Supplement Form SF03 to DET.



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- 11.** Coordinate attending external meetings i.e. ELAA, Yarra Ranges Council etc.
- 12.** Ensure all Yarra Ranges Council requirements are adhered to.
- 13.** Through DET, responsible for renewing Kindergarten Licenses.
- 14.** Act as signatory on bank accounts.
- 15.** Manage Kindergarten records with any legal or procedural requirements. Including maintain the following:
 - Kindergarten Constitution
 - Kindergarten License Registration
 - DET, Children's Services Act 1996 and Children's Service Regulations 2009
 - Relevant records relating to the Yarra Ranges Council
- 16.** Responsible to finances in relation to:
 - Incoming monies: Term fees subsidies
 - Outgoing monies: Bills, petty cash
 - Operation and maintain bank accounts
 - Deposit of all incoming monies (enrolment fees, incursion. Excursion, fundraising) to be credited to designated accounts
 - In consultation with bookkeeper, prepare budget for financial year
 - Arrange for auditing of Annual Financial Report at the end of the financial year



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- Prepare financial statements for both monthly board meetings along with Centre committee meetings
- Ensure bank accounts are operated correctly
- Ensure accounts are reconciled to each bank statement.