

KinderLink Centre Committees and Board of Management Roles and Responsibilities

To give everyone a clear description about what they need to do support their kinder and the KinderLink organisation.



About KinderLink

KinderLink is a group of 3 preschools located in the Healesville region in the beautiful Yarra Valley. We have been providing preschool services for more than 20 years, with the number of services expanding over time to accommodate a growing population.

The preschools are located at Badger Creek (near the Healesville Sanctuary), Queens Park (in the recreational parklands of Healesville) and Haig Avenue (within a family service precinct which incorporates a daycare centre and maternal health centre).

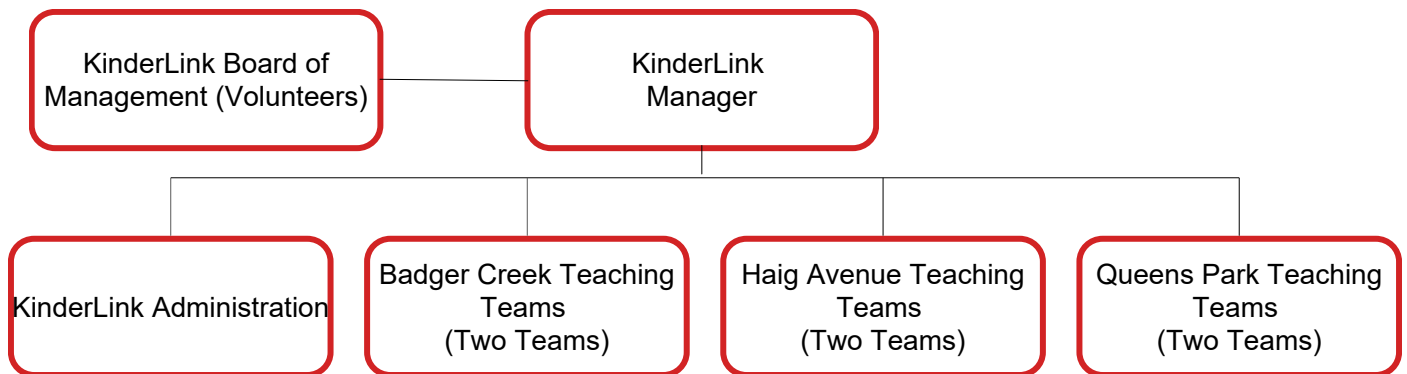
At KinderLink we believe that a child's preschool years should enable them to blossom and grow in a safe, happy nurturing environment. Following the latest teaching framework our fully qualified teaching and support staff encourage children to learn through play and through their interactions with their peers.

We also believe the family is the most important influence in a child's life and aim to provide a family orientated service where families feel welcomed and included.

KinderLink Organisational Structure



Organisation Chart





Centre Kinder Committees

About Kinder Committees

Our kinder committees are the glue that keep our Kinders operating and it is a great way to be actively involved in your child's kindergarten. The Committee is crucial to the kindergarten - the kindergarten cannot operate without it. Without the ongoing dedication of the kindergarten community our kindergartens would not be the wonderful learning facilities they are today.

As a parent involved with the Committee, not only will you meet other parents at your child's kindergarten, but you will be able to get involved behind-the-scenes in a number of fantastic events throughout the year.

Purpose of the Centre Kinder Committees

- Each year parents volunteer to help their kindergarten by joining the Committee.
- The Committee meet with the teacher(s) once a month/twice a term, often just after a kinder session. Children are very welcome to attend.
- The Committee considers the needs of the kindergarten from a number of points of view including the teachers, the parents and the community.
- The Committee discusses the current needs of the centre and any improvements or purchases that the centre may need, along with any planned events.
- Committee members consider fundraising opportunities and decide what they would like to do and when. They offer different options throughout the year.
- Any money raised is for use of that Kindergarten.
- From the committee members, three people also volunteer to be part of the Board of Management.

Primary Responsibilities

- Organise, communicate, and facilitate fundraising events for the kindergarten
- Ideally the kindergarten needs one major fundraising event per year (i.e., raffle)

	● Organise and communicate social events for kindergarten families – ideally one per term. ● Collaborate with teachers to arrange incursions and excursions and Working Bees ● Organise and run at minimum two Working Bees a year ● Collaboratively approving purchases for the kindergarten up to \$300 ● In line with KinderLink financial management policy, forwarding any requests for purchases over \$300 to the KinderLink Board
Committee Roles (President, Secretary, Treasurer and General Members)	● President: - Chairing Committee meetings - Co-ordinating the work of the Committee - Ensuring decision-making occurs in a democratic manner and is properly recorded - Ensuring effective and open communication with parents and staff on important decisions - Organise and run all social and fundraising activities with the help of Committee members. ● Secretary: - Accurately record the minutes of all meetings, related actions and distribute to committee members, teachers and KinderLink - Develop an agenda in collaboration with Committee President and Teacher(s) ● Treasurer: - Organise a float, collect and reconcile funds at events and bank fundraising - Depositing money from fundraising events, incursions and excursions - Updating KinderLink office and teaching teams of any deposits made ● General Members: - Support Committee to carry out fundraising, educational and Working Bee activities. - review fundraising ideas, including information received by the kindergarten - provide suggestions to Committee for fundraising activities -seek approval from Committee/Board for fundraising events planned for the kindergarten - seek support, involvement and assistance from parents of the kindergarten for fundraising activities - report to Board on fundraising activities
Fundraising	While funding from the state Department of Education covers the basic costs of running the kindergarten programs, the

kinders rely on support from of our families and community through fundraising to provide resources.

The funds raised at your kindergarten are used to purchase new equipment, update toys and resources, and to subsidise the cost of activities at the kindergarten such as incursions and excursions. The funds raised at your kindergarten are used only by your centre, for the benefit of your centre and child.

Fundraising events and ideas may include:

- Mini fete
- Trivia night
- Disco/dance
- Bunnings BBQ
- Raffles

Working Bees

Kinder committees are responsible for organising working bees to assist with general maintenance.

Duties include:

- Liaising with teaching staff to prepare a list of jobs to be carried out at the working bee
- Communicate working bee details to parents for participation and request suitable tools and equipment needed for job list
- Arrange suitable dates - recommended having a working bee before Open Day (second Saturday in June) to have grounds looking presentable
- Organise delivery of any necessary supplies or equipment i.e. soft fall, sand etc.

KinderLink Board of Management



Purpose of the KinderLink Board

- The KinderLink Board is the overarching body responsible for the governance of KinderLink and the three kindergartens it operates. The Board is comprised of kindergarten parent volunteers.
- To support KinderLink to provide a preschool program and/or other children's services, which will function in accordance with the standards, approved by the Department of Education and Early Childhood Development or such other government authority or department as appropriate.

Role Description

- 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's Check
 - Police Check
- 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 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.

Primary Responsibilities	● The responsibilities of the Board include working with the administration team to determine how the centre'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. ● 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
Executive Roles 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

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.

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

Vice-President:

- Requires a current Working with Children 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

Secretary/Public Officer/Minutes Officer	● Requires a current Working with Children 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
Treasurer	● Position of office bearer is mandatory. ● Requires a current "Working with Children" and police check. ● Treasurer's role is to ensure is 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, subsidies, outgoing money- bills, petty cash etc. 2. Ensure the deposit of all incoming monies e.g., 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). 5. Ensure the financial accountability requirements (FAR) are sent to funding body (DE). 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.

