

Tunstall Square Kindergarten Committee Positions

President - General overseer of committee. Chairs monthly meetings. Liaises with teachers and parents and represents Committee when required. Co-ordinates recruitment (where necessary) and staff development. Is a signatory on bank accounts.

Vice President (Staff Liaison Officer / OHS) - Fills in when President is not available to run meetings. Takes on positions that become vacant either on a temporary or permanent basis. A member of the Staff Liaison Sub-Committee. Helps out any person or subcommittee that requires assistance. Attends monthly staff meeting. Reports discussions and raises issues to be addressed at committee meetings. Collects Expenditure Request and Study Leave Request forms.

Secretary - Organises meetings (agendas and minutes) and reminders for monthly Committee meetings. Prepares for AGM. Keeps records of correspondence & meetings in files. Writes letters as required regarding committee business. Is a signatory on bank accounts.

Treasurer - Liaises with bookkeeper. Presents monthly financial report to the committee. Bank statements and Profit and Loss statements are to be tabled at committee meetings. Writes cheques and pays bills. Organises annual audit for the AGM. Is a signatory on bank accounts

Assistant Treasurer - Assists the treasurer, when required, and liaises with bookkeeper with regard to fee invoices and income. Distributes fee invoices and keeps track of the incoming fees. Chases outstanding fees. Is a signatory on bank accounts.

Philanthropic Officer - The Philanthropy role is responsible for sourcing and applying for public grants as extra income.

Fundraising / Social Officer x 2 - Organises a sub-committee to work as a team to organise social events, raffles, family BBQs, and fundraising activities when applicable. All funds raised are used to purchase toys and equipment for the kinder.

Garden / Maintenance Officer - Co-ordinates four working bees throughout the year (usually one per term). Liaises with staff regarding required maintenance, and parents prior to each working bee. Supervises working bees (delegates jobs, organises materials needed). Assists with general maintenance to kinder throughout the year as required.

Community Liaison Officer - This role provides a link between the kindergarten and the general community, on a local or a global scale. The officer will increase the kindergarten community's awareness of worthy causes and enable them to participate in programs designed to assist those causes (eg. The Biggest Morning Tea for the Cancer Council or grocery donations to Doncare).

General Committee Member x 2 (1 x Newsletter / 1 x Policies) - one General Committee Member is responsible for the quarterly Committee Newsletter and the other looks after policies. Other duties for the general members are to assist the office bearers where necessary, attend committee meetings and to help with committee functions eg family BBQ's, AGM, etc. These members may be asked to assist staff or join sub-committees.