

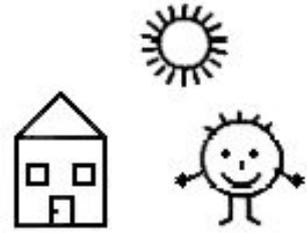
# ESTRELLA

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## Estrella Preschool

### Committee of Management Position Descriptions

The operation of Estrella preschool is managed by a voluntary Committee of Management consisting of parents whose children are enrolled at the centre. The committee is responsible for the efficient operation of the preschool.

Participating as a member of the Committee is an opportunity to develop friendships, contribute to the preschool and the Ashburton community. All families are very busy, however the Committee is structured in order to spread the workload and is mindful that everyone has other commitments.

The position descriptions below assist you in gaining a clear understanding of the responsibilities, time involvement and commitments prior to nominating for the Committee.

In conjunction with the Director, the Estrella preschool Committee of Management is responsible for all aspects of the governance of the preschool. These responsibilities include:

- As a service manager: how the preschool will operate including session times, size of groups, enrolments, resources, equipment and policies.
- As an employer: employment, payment and retention of preschool staff as well as professional development and management of relief staff.
- As licensee: responsibility for operational matters including fulfilment of licensing and legislative requirements, reporting to the Victorian Department of Education and Early Childhood Development, Boroondara Council, the ATO and other regulatory bodies.

Committee members continuing on from the previous year will provide leadership and support to new members. A thorough handover from outgoing committee members will be given.

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# Committee Positions

## President (Executive Role)

This role will suit someone with a general interest in the preschool, who is good at delegating and helping people understand priorities, and who is comfortable making decisions. The President liaises with and supports the Director on a regular basis.

Key tasks and skills include:

- Chairing monthly committee meetings
- Having a working knowledge of the current legislation that governs the operation of preschools including the *Education and Care Services National Law Act 2010*, *Education and Care Services National Regulations 2011* and DETVic (*Department of Education and Training - Victoria*).
- Coordinating the work of the Committee by ensuring:
  - effective control of committee meetings
  - subcommittees are set up and function with clear understanding of the extent of their authority
  - the committee has clear goals
  - correct meeting procedures are followed
  - clear delineation of roles between committee and staff
  - policy is implemented and regularly reviewed
  - the Knowledge Base (operational handbook) is kept up to date
- Ensuring effective and open communication with parents and staff on important decisions.
- Ensure effective and open communication with sub-committee positions.
- Presenting the annual report at the Annual General Meeting.
- Understanding the objectives of the Committee and all subcommittees and the extent of the Committee's authority.
- Adding business items to the agenda and organising items under the relevant agenda category (in conjunction with the Secretary).
- Acting as signatory on bank accounts.
- Employing and liaising with external contractors.
- Working with the Administration Officer to maintain records.
- Assisting with the development of the annual budget.
- Helping to address parent or staff concerns.
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

Guidance for this role is well documented by Early Learning Association Australia. This role typically requires 4 to 5 hours a week. The outgoing President will be available for ongoing support and consultation where requested.

This is an Executive Role and will require:

- Nomination as an Approved Provider with the Department of Education and Early Childhood Development
- A Police Check
- A Working with Children Check

There are no costs associated with these requirements (the preschool will meet the cost of the Police Check).

### From current volunteer Katy Quick:

This role suits someone who is pragmatic, consultative, collaborative and comfortable making decisions. The President is the external face of Estrella and therefore is required to have an awareness of what is happening across the kinder at any point in time. Along with the Secretary, the President ensures the committee of management is following its rules when making decisions. The biggest responsibility is

chairing the monthly meeting and AGM, and drafting communications to third parties on behalf of the kinder.

It's important to remember the President is no more important or powerful than Treasurer, Secretary and Vice President. If you're comfortable with public speaking, pragmatic and assertive, and have the best interests of our children at the forefront of your mind, then this role is for you!

### **Time spent?**

Averages out to about three hours per week. Much less during holidays, more leading up to AGM, and a tad more in the early months as you warm into the role. This excludes monthly meetings.

## **Vice President (Executive Role)**

The role of the Vice President requires a person with good interpersonal skills. The Vice President's role and responsibilities include:

- Attend monthly Committee meetings and provide a brief report on activities.
- Attend Executive Committee Meetings together with the President, Secretary and Treasurer.
- Assist the President whenever required.
- Act as the preschool OH&S Officer (occupational health and safety). Together with the Director and Maintenance Officer complete an annual inspection of the preschool and grounds in Term 1. Additional monitoring to be conducted in Terms 2, 3 and 4 to ensure outstanding items noted in the inspection report are resolved.
- Oversee recruitment, replacement and day to day management of all teaching staff.
- Receive, via email, and review staff payment advice.
- Approve additional Out of Hours staff payments.
- Act as grievance officer in any disputes.
- Review staff contracts as indicated.
- Coordinate staff interviews at three months for new staff.
- Receive and file Staff Professional Development Reflections.
- Coordinate annual staff performance reviews.
- Administration of any OH&S Policies and plans including maintenance of Emergency Plans as required.
- Maintain files with staff employment contracts and other employment-related information.
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

This is an Executive Role and will require:

- Nomination as an Approved Provider with the Department of Education & Early Childhood Development
- A Police Check
- A Working with Children Check

There are no costs associated with these requirements (The preschool will meet the cost of the Police Check).

### **From current volunteers Kerry Hill and Kim James:**

This role would suit a person who is looking for a project in 2020. This is an operational role that supports the kinder, staff and community, on a day to day basis. You get to know staff very well and help make decisions on the way the kinder is run. It can be anything from hiring staff, replying to emails, doing OHS inspections, policy documents, future planning etc. We are willing to support the next Vice President transition into this role. ([vicepresident@estrella.vic.edu.au](mailto:vicepresident@estrella.vic.edu.au))

### **Time spent?**

This is hard to say, as it differs so greatly. It depends on the needs of the kinder. At a guess, we would say 5-8 hours, sometimes more, sometimes less. This excludes monthly meetings.

## **Treasurer (Executive Role)**

The role of the Treasurer is responsible for the financial operations of the preschool. An accounting background or experience with budgets and cost tracking is helpful for this role. Substantial support is offered by the Administration Officer.

Key tasks include:

- Attend monthly Committee meetings and provide monthly financial updates and an analysis against budget of financial activities, as provided by the Administration Officer.
- Attend Executive Committee Meetings together with the President, Vice President and Secretary on an ad hoc basis.
- Responsible for the overall budget and financial planning for the preschool, as well as the coordination of the annual budget and fee setting.
- Ensure correct accounting and reporting mechanisms are in place.
- Ensure the relevant committee members/staff have correct access (Internet and signatories) to bank accounts.
- Ensure petty cash is available and used correctly.
- Liaise with the Administration Officer to ensure that all money is banked and recorded as soon as possible.
- Liaise with the Administration Officer regarding receipts and expenditure, accounts payable, payroll, invoicing and accounts receivable.
- Oversee and support the Administration Officer in conjunction with the Vice President and Director.
- Check the bank accounts and liaise with the Administration Officer, Enrolment Officer, Social Committee Coordinator and other Committee or Sub-Committee members as required regarding money received by the preschool.
- Approve payments made by the preschool.
- Liaise with the Administration Officer and the Auditor to ensure preparation of the preschool's audited financial report for presentation at the AGM.
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

This is an Executive Role and will require:

- Nomination as an Approved Provider with the Department of Education and Early Childhood Development
- A Police Check
- A Working with Children Check

There are no costs associated with these requirements (the preschool will meet the cost of the Police Check).

### **From current volunteer Jenny Selway:**

This role would suit anyone with an interest in numbers, or who is keen to meet and work with other parents at the preschool. We are lucky to have a fantastic Administration Officer who is a great support to the treasurer role.

### **Time spent?**

It takes an average of 1-2 hours per week, excluding attendance at monthly committee meetings, with more time required around the budget setting time and audit post year end.

## **Secretary/Public Officer (Executive Role)**

This is an Executive Role. The Secretary's role is primarily administration. Insofar as Estrella preschool is an incorporated association, the Secretary is the nominated Public Officer. The Secretary is one of the central communicators of the Committee.

Tasks as Secretary include:

- Attend monthly Committee meetings and any Executive meetings and take minutes.
- Maintain key register with details of people authorised for security access to Estrella
- Assist the President in developing the agenda prior to Committee meetings.
- Maintain a file of Committee meetings, agendas, minutes, correspondence related to AGMs and relevant regulatory filings, and assist in archiving this documentation.
- Liaise with Communications and Publicity Officer to update and distribute Estrella's Directory and Committee lists.
- Liaise with the Administration Officer and Council (in relation to out of hours events) regarding any additions to or changes to Estrella's Calendar of Events as they arise during meetings.
- Liaise with the Administration Officer to set up members' register at start of year and amend for any new members / members leaving
- Organise the AGM – relevant notices, reports, invitations, guest speaker (if relevant) etc.
- Oversee procedures following the AGM.
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.
- Inform ACEQA of a change in Persons with Management or Control.

Tasks as Public Officer:

- Notify Consumer Affairs Victoria of your appointment within 14 days (using a standard form).
- Notify Consumer Affairs Victoria of any alteration to Estrella's name, registered address or financial year within 14 days of the change taking place.
- Notify Consumer Affairs Victoria of any alteration to Estrella's Rules within one month of the change taking place (must provide copy of special resolution and pay requisite fee - <https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules#statement-purposes>).
- Notify ACNC of any name change to Estrella Pre-School Inc., the responsible persons or Estrella's Rules.
- Lodge annual information statement with ACNC within six months of end of financial year.
- Maintain register of completion of Mandatory Reporting training by Committee members
- Produce/complete any book, records or documents to the registrar, authorised officer or government department if required.

Note: there is no longer a requirement to lodge the annual statement with Consumer Affairs Victoria

This is an Executive Role and will require:

- Nomination as an Approved Provider with the Department of Education and Early Childhood Development
- A Police Check
- A Working with Children Check

There are no costs associated with these requirements (the preschool will meet the cost of the Police Check).

**From current volunteer Alison Crawford:**

The main task of the Secretary is preparing and distributing agendas and minutes for Committee meetings. Other tasks Joining the Committee is a great way to meet other parents and to learn more about the functioning and governance of the preschool.

No prior experience is necessary and there are detailed handover notes and templates to assist you with the role. I am also very happy to answer any questions you may have throughout the year.

**Time spent?**

The Secretary role takes on average 1 hour per week (excluding Committee meetings), with more time required around each Committee Meeting and also the AGM in November. This excludes monthly meetings.

## Publicity & Communications Officer

This position requires someone with computer skills. The role of the Publicity & Communications Officer consists of:

- Member of the Committee of Management.
- To update and distribute Estrella's Class Directories for each of the classes to each of the class reps.
- Attend monthly committee meetings and provide a brief report on publicity and communications activities and any issues.
- Organise all promotions associated with the Open Day including posters, invitations, promotional advertising etc.
- Circulate email communications to Estrella families as required during the year (excluding fees emails.)
- Responsible for advertising the preschool at local venues such as health centres, libraries, family centres etc.
- Responsible for writing and distributing Estrella newsletters using MailChimp templates.
- Liaise with the Website Coordinator.
- Liaise with the Yearbook Coordinator and assist with printing and distribution of final Yearbooks.
- Assist with any other advertising or promotional material that may be required for fundraising events or social events throughout the year.
- A Working with Children Check
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.
- Ensure Facebook page is up-to-date, regularly posting content approved by the President and Director.

### From current volunteer Kate Merryweather:

This role would suit anyone with a background in marketing, advertising, PR or writing. Being familiar with MailChimp would help, but is not essential. I've really enjoyed the chance to contribute to Estrella and help running the kinder in a small way.

### Time spent?

I usually spend half an hour per week issuing weekly emails. It is a little busier preparing correspondence for the open day in May, annual fundraiser and the AGM. A couple of extra hours are required at the end of each term. Facebook could be an hour per week depending on post frequency.

## QIP Coordinator

Preschools have to regularly update a document called the Quality Improvement Plan (QIP) which lists Estrella's strengths and weaknesses.

- For the strengths, Estrella needs to note how it will continue to maintain these strengths.
- For the weaknesses, Estrella needs to plan initiatives/strategies/tactics to improve those weaknesses.
- If a preschool is selected for assessment, the QIP document is part of the overall assessment, so it's pretty important.

The QIP Coordinator's role and responsibilities include:

- Member of the Committee of Management
- Attend monthly committee meetings
- Communicate about the QIP at committee meetings, e.g. covering one area each month or one part of it that hasn't been updated for a while
- Regularly update and review the QIP, allowing input from staff, Committee, Estrella families and the broader local community

- Work on ways to brainstorm brand new ideas for Estrella and how to solve problems (i.e. weaknesses)
- Review and prioritise new ideas and problem-solving ideas in conjunction with staff and Committee
- Liaise with other people who are working on QIP initiatives to make sure they know what to do and to make sure the QIP is updated with any progress
- Host / facilitate an annual 2-hour QIP Workshop with staff (all committee and subcommittee members are welcome to attend too, especially the Community Engagement Coordinator) in Term 2 or 3, to more thoroughly go over the QIP, update it and work on new ideas
- Conduct the annual Parents Survey in Term 3 in conjunction with the Communication & Publicity Officer
- Regularly check-in with the Community Engagement Coordinator (which is a subcommittee role that reports to the QIP Coordinator) to work on ideas with them and update the QIP based on their work too
- A Working with Children Check
- Preparing handover notes in 2019 and, in subsequent years, updating notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

#### **From current volunteer Fox Woods:**

This role involves keeping track of ideas for improving the preschool, checking the priorities in the preschool's strategy (Quality Improvement Plan) and trying to move forward on those priorities, updating the QIP with those new priorities, and meeting with staff for 2 hours for a workshop to review the priorities (suggested date for this would be mid-year).

#### **Time spent?**

On top of the monthly committee meeting (one hour per month), there might be ½ hour–1 hour per week spent updating the Quality Improvement Plan document, checking in on initiatives, gathering ideas, communicating with others, and so forth. As with most volunteer roles, it's flexible – if you really get into the role, you may spend more time on it.

## **Maintenance Officer**

The role of the Maintenance Officer consists of:

- Member of the Committee of Management.
- Attend monthly committee meetings and provide a brief report on maintenance activities and any issues.
- Works with a maintenance subcommittee of 2-3 extra volunteers.
- Responsible for the coordination of maintenance activity relating to the preschool's assets.
- Act as a point of contact for Chubb Security (re alarm monitoring and response) and Red Line (re the key pad on gate) in case of an issue or malfunction.
- Be familiar with the Boroondara Council Lease Agreement and manage maintenance requests with the council as per our agreement.
- Liaise with external contractors gardener, cleaner, plumber, electrician, etc on any updates or issues that may arise at the preschool.
- In conjunction with the gardener and maintenance subcommittee, be responsible for the sprinkler system throughout the year, including school holidays. Also, undertake any hand watering of pots that may be required.
- Liaise directly with the staff regarding any maintenance requests/issues.
- Advise the Working Bee Coordinator of various tasks in regard to preschool grounds and maintenance.
- Manage any OH&S issues together with the preschool Director and Vice President.
- Assist in reviewing and amending the preschool policies relevant to the area.
- A Working with Children Check
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

#### **From current volunteer Kip McManamay:**

This role will also suit someone with basic DIY knowledge. There are people that can be drawn upon to assist, depending on the job required. This role has a subcommittee to discuss maintenance jobs/repairs

with, and to share the workload. DIY skills to one side, organisation is also important, especially around working bee time. Great role to get to know people and help out the kindergarten. In 2020 this role will also assist the Vice President in fulfilling OHS responsibilities.

#### **Time spent?**

Weekly/fortnightly checks of regular items, which take 1-2 hours. Other time is dependant on jobs as they arise. Including monthly committee meetings, approx 8-10 hours per month - this could easily be spread out with the maintenance subcommittee.

## **Grants/Capital Works Coordinator**

This is a committee role that reports to the Treasurer. A basic understanding of Project Management would be helpful for this role but not essential.

The Grants/Capital Works Coordinator:

- Liaises with the Treasurer, the Director and other staff as required regarding grants to apply for and grant submissions;
- is a Member of the Committee of Management;
- Liaises with the Maintenance Officer;
- Liaises with the Sustainability Coordinator;
- has a basic knowledge of the process involved in completing submissions for funding (government and/or other);
- has basic computer skills;
- has enthusiasm to see a project through to completion;
- undertakes possible projects, including accessing funding to implement the playground masterplan (prepared in 2018) and capital upgrades and landscaping; and
- assists in reviewing and amending the preschool policies relevant to the area.

This role will require a Working with Children Check.

There are no costs associated with these requirements.

#### **From previous volunteers:**

The grants role will be a valuable one in 2020 as the kinder looks to obtain funding to implement a masterplan for the revamp of our playground. Having a masterplan provides the basis for Grant applications and there is a regular schedule of annual grants, so there is some ability to plan ahead. We applied for one grant in 2019 and we are currently waiting to hear if we were successful. There are some reporting requirements and reconciliation for successful grant applications.

#### **Time spent?**

This role is project based, so the time spent varies throughout the year. As a general guide, a grant application could take 4 to 8 hours to prepare, and you may apply for up to 3 grants throughout the year. 2-3 quotes are often required for the submission which can be obtained with Rosalind and Ellen's help. A few hours at the beginning of the year is required to get up to speed with the grants that are available and the playground master plan.

## **Enrolment Officer**

The Enrolment Officer is usually the first person of contact on enrolment matters at the preschool, mostly by email. A home computer is required.

The Enrolments Officer's role and responsibilities include:

- Member of the Committee of Management.
- Attend monthly Estrella Committee of Management Meetings.

- Attend and act as Estrella representative on the Boroondara Central Enrolment Kindergarten Scheme (BKCES) Advisory Group which meets every three months.
- Return phone messages and emails relating to enrolment queries.
- Answer queries in relation to BKCES enrolment policy and Estrella enrolment policy and as appropriate refer people to BKCES.
- Attend the Open Day and be available for prospective families who may have enrolment queries.
- Accessing class lists on the BKCES enrolment portal and emailing updated enrolments lists to the Director, 3 year old teacher, President and Administration Officer.
- Ensure that Immunisation History Statements are printed out and filed with enrolment records, saved on the google drive and also recorded on a spreadsheet. Monitor the spreadsheet and send reminders to parents whose children are coming up for immunisations. Ensure that IHSs are up to date and follow up with parents as necessary. Liaise with the Administration Officer in regards to any changes to current year enrolments.
- Conduct the annual Enrolment and Orientation survey for current families.
- Review and update the Fees Policy and Enrolment & Orientations Policy annually.
- Send a welcome email to the following year's families using a template.
- Distribute Information packs for the following year's families at the Annual General Meeting. These packs include orientation times, dates etc.
- Provide BKCES with a list of families who are eligible for Committee Loyalty.
- A Working with Children Check
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

#### **From current volunteer Sally Clouting:**

This role would suit someone who is super organised, likes to engage with the teachers, children and parents. I have a mixed career background so didn't find it too difficult in terms of understanding the requirements and found it really interesting going to the BKCES council meetings and getting updates on what other kinders do in the area.

This year I introduced an online enrolment system for Estrella in order to simplify the enrolment process for families and to reduce some of the administrative time for the educators.

#### **Time spent?**

There is not a lot of downtime in the role and it gets extremely busy when we are taking enrolments for the following year. BKCES have an online enrolment portal which means you can obtain information really quickly. I would probably do 3 hours per week when it's quiet and when it is busy up to 10 per week. Most of the communication is done on email. You just need to be able to juggle lots of things at a time, be organised and it is a really enjoyable and rewarding role.

## **Social Committee Coordinator**

The Social Committee Coordinator role is vital to the preschool. Events are a great way for our kinder community to come together and for families to meet and socialise within a common and safe environment. This role has a subcommittee (3 x positions) along with the ability to call on the class representatives for support. While funds are raised throughout the year as part of the existing fundraising levy, it is expected that minor additional funds are raised through the social function.

The role of the Social Committee Coordinator consists of:

- Member of the Committee of Management
- Attend monthly committee meetings and provide a written report detailing social/fundraising events
- Responsible for the generation of additional income for the preschool in accordance with the yearly budget
- Plan and coordinate fundraising and social events and programs for the year with the assistance of the sub-committee including:
  - a. Easter Afternoon Tea
  - b. At least one social event for the parents of all groups

### c. Christmas Picnic

- Report to the committee on upcoming and past social events and fundraisers, including budgets
- Prepare newsletter reports with updates and reviews on social events
- Prepare simple promotional material from existing templates to support events (i.e. order forms, flyers and posters)
- Maintain a record of all social events/fundraising expenditure and report to the Treasurer on expenses/profits
- Assist in reviewing and amending the preschool policies relevant to the area
- A Working with Children Check.
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

#### **From current volunteer Jennifer James:**

If you're keen on organising events then this is a role for you. It's quite a big role - but if you get in touch with your subcommittee early on, and write out task lists ahead of time, it makes the whole process much smoother.

It's a great role for anyone who is creative and organised. My advice is to plan in your dates at the start of the year then you can get venues, entertainment locked in ahead of time. Once these bigger items are organised its all about the detail, and it's up to you to decide how much you want!

When you take on this role you will receive handover notes, and I'll be able to give you my wins and learnings from each event.

Our annual fundraiser is always the most time consuming, but it's also so creative and fun! We've had some great wins on this event this year and I'll pass these all forward. Get started on this one early and get involvement from as many people as possible, you'll be amazed how helpful our community is when you just ask nicely!

Overall it's an enjoyable role because you have great autonomy to make it your own, and it's one that adds lots of value to the families and the kindergarten. Time management is important along with attention to detail!

#### **Time spent?**

Events calendar for notice board display 30 min-1 hour per term

Weeks leading up to small events up to 5 hours per week

Weeks leading up to major events up to 5-10 hours per week, again this depends on how you spread out the planning and preparations.

When there are no events upcoming, there are many weeks where you could spend no time.

## **Policy Coordinator**

The Policy Coordinator's role involves overseeing / reviewing and amending Estrella's Policies – both mandatory and best practice. In conjunction with the Director (plus the President for checking) the tasks include:

- Attend monthly committee meetings and report on changes / updates.
- Maintain the register of policies due for review on Google Drive
- Allocate / distribute those policies to initial interested parties (i.e. the Enrolment & Orientation Policy to the Enrolment Officer for review; other policies typically go to the President and Director for initial review)
- Notify the Website Coordinator to list the names of the policies being reviewed no less than 14 days prior to posting the approved updated version
- Review and amend the remaining policies for review and submit to the Management Committee for approval

- Ensure the updated version of the relevant policy is posted on the Estrella website for public viewing and that the files on Google Drive are kept in order and archived properly
- A Working with Children Check
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

**From current volunteers Sally Hamilton and Deb Brown:**

We share the role and update policies as required from the policies update schedule we have to compare documents mostly based on the ELAA templates and update them on our website. An online tool can be used to compare them, but you could also compare printed versions. We then email the Director who does the first edit and then email to committee for a 14 day review (or longer) and finally review the edits and finalize document. When policy is completed we email the website coordinator to update policy on the website.

**Time spent?**

Depending on the amount of changes, a policy update will take upwards for 2-4 to do the main comparison and updates. Following this there is some emailing back-and-forth to discuss/finalise changes. At maximum it would be 8 hours per month – 6 hours for policy work and 2 hours for the monthly committee meeting.

## **Sustainability Coordinator**

- The Sustainability Coordinator attends committee meetings.
- Collectively liaise with the Director and kindergarten staff, and work together to implement and coordinate programs which will help to make the kindergarten more sustainable for the future. Estrella aims to foster an appreciation for sustainability in the children who attend the kindergarten and furthermore to run the kindergarten with sustainable practices where possible.
- Work with the Maintenance Officer & maintenance subcommittee to ensure new plants are getting enough water in case the watering system needs tinkering, and that the power to the watering system is not switched off.
- Assist in reviewing and amending the preschool policies relevant to the area.
- A Working with Children Check
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

**From previous volunteer Penny Dumsday:**

This would be a good role for someone with an interest in sustainability and the environment. A highlight of the role was coming in to share sessions about sustainability with the students. One of the regular responsibilities of the role is hand-watering the area of lawn near the cubby and selected plants - I have usually done this at drop-off but have also come in in the evenings and over the holidays. In hot, dry weather, this takes about half an hour a few times a week, and I have found other people are willing to help out if I have been away. I have written detailed handover notes to help with transition.

## **Subcommittee Positions**

### **Maintenance Subcommittee (x2)**

There are two subcommittee roles which are vital in supporting the Maintenance Officer and make up the Maintenance Team. These positions do not require attendance at monthly committee meetings. They would suit people who are happy to pop in to the kinder every now and then to do small tasks.

## Social Subcommittee (x3)

There are three subcommittee roles which are vital in supporting the Social Committee Coordinator and make up the Social Team. These positions do not require attendance at monthly committee meetings. They would suit people who enjoy organising events and who are happy to dedicate some time outside of kindergarten hours.

Tasks include:

- Attending social and fundraising events (as much as possible)
- Liaise with external contacts such as venue providers and entertainers
- Contact local businesses to source donations for the silent auction
- Generally assisting the Social Committee Coordinator

## Working Bee Coordinator

Estrella requires one person to liaise with the Maintenance Officer and preschool Director, to coordinate and conduct Working Bees. This is a subcommittee role and therefore attendance at monthly committee meetings is not required.

Tasks include:

- Early in term 1 liaise with Maintenance Officer to obtain dates for working bees;
- Liaise with Director and Maintenance officer to develop a list of jobs for working bees
- Prepare (from a pro forma) and distribute a letter and email in term 1, inviting families to participate in any of the 2 working bees scheduled throughout the year;
- Maintain an accurate register of working bee participants and pass on to Maintenance Officer to pass on to relevant person for refunds
- Liaise with the Maintenance Officer and Director to purchase materials required for working bees. Pre-purchase arrangements and/or complete reimbursement are provided by the preschool.
- Provide a report to the Maintenance Officer following each working bee who reports this to the Committee

## Community Engagement Coordinator

Estrella requires one person to act as a Community Engagement Coordinator to work on initiatives that involve Estrella and the broader local community. This subcommittee role reports to the QIP Coordinator. (QIP = Quality Improvement Plan, which is an important strategic document at the preschool – so the Community Engagement Coordinator is essentially working with the “strategy lead,” in a way.) As this is a subcommittee role, attendance at monthly committee meetings is not required.

This is a new role for 2019 so it will be quite shaped by whoever takes it on!

Tasks may include:

- Organise 2-4 events in the year, to be held at Estrella, that are likely to be of interest to Estrella families and families in the local community (e.g. in 2018 we held a one-hour evening seminar – the speaker was a child psychologist talking about “resilience in children” – with approx. 40 attendees)
  - Liaise with Communications Officer and Website Coordinator to get the events promoted/ marketed
  - Gather feedback after the event (e.g. with paper feedback form at events, and follow-up email to attendees)
  - Write small summary of event, how it went, and anything learned (or new ideas) for next time - and save to Google Drive
  - Share summary with QIP Coordinator
- Liaise regularly with the QIP Coordinator to get new ideas for community engagement, to brainstorm new ideas, and to work on current initiatives with them (e.g. a “tiny library” project for Estrella)
- Optionally attend the annual 2-hour QIP Workshop with the QIP Coordinator and staff (held at Estrella)

### **From current volunteer Fox Woods:**

I have been doing a very basic level of this role in 2018, because it hasn't officially been a role. But in 2019 it will be its own role with its very own boss. This role will suit someone who likes organising events, coming up with new ideas, engaging community, and building community.

### **Time spent?**

This is a new role for 2019, so we don't currently have any estimate for how much time will be spent in this role. I would expect that it would take about one hour per week to work on the tasks – whether it's doing the next step of organising an event, or communicating with relevant parties, or thinking up new ideas, or liaising with the QIP Coordinator. As with most volunteer roles, it can probably grow or shrink with your engagement – if you really get into the role, and are super passionate about it, you might well spend more time on it!

## **Community Language Support Coordinator - Mandarin**

Estrella requires one person to act as a Community Language Support Coordinator to provide language support to Mandarin speaking families. We hope that the person will act as a liaison with parents, staff and committee and ensure that Mandarin speaking families feel welcomed into the Estrella community. Naturally, being fluent in Mandarin is the core requirement for this position.

As this is a subcommittee role, attendance at monthly committee meetings is not required. This role reports to the Communications & Publicity Coordinator.

This is a new role for 2020.

Tasks include:

- attend the open day in May 2020 and be available to answer questions from Mandarin speaking families
- liaise with the Enrolment Officer to provide language support during the enrolment process, to ensure Mandarin speaking families feel welcomed and informed as they join the Estrella community
- liaise with the director to provide as-needed ad hoc support in corresponding with Mandarin speaking families on Estrella's behalf
- liaise with the Publicity and Communications Officer to provide ad-hoc as needed support for communications to Mandarin speaking families
- make suggestions as to how Estrella can ensure Mandarin speaking families are supported, informed and welcomed into the Estrella community

### **Time spent?**

This is a new role for 2020, so we don't currently have any estimate for how much time will be spent in this role. Perhaps one or two hours per month will be required, plus three hours attending the Estrella open day in May.

## **Yearbook Coordinators – Blue Group (x1) Yellow Group (x1)**

(2 positions.) Estrella requires one parent from each of Blue and Yellow Group to be the Yearbook Coordinator for their child's group. The Yearbook Coordinator is responsible for creating the yearbook for their child's group using Adobe InDesign. The role would suit someone who has experience with Adobe InDesign or similar programs, who likes to work with photos and be creative.

Tasks include:

- Obtaining a working edition of Adobe InDesign and any relevant documents from the previous Yearbook Coordinator.
- Drafting an email (based on a template) to families in your child's group informing them about the yearbook and the need to take photos when they are doing "Stay, Play and Help"

- Deciding which events throughout the kinder year should feature in the yearbook
- At the end of each term, downloading photos taken at kinder (to be provided on a USB stick) and deciding which photos to include in the yearbook
- Prepare a survey (based on a template) for the children to complete and organise for it to be distributed to families (either via pockets or via the Class Representative)
- Contact the printers and correspond with the President regarding acceptance of the printers' quote and the amount to charge families for the yearbook
- Liaise with the President regarding yearbook orders
- Liaise with the printers regarding final printing
- Distributing the yearbook to families

**From current previous volunteers:**

Doing the kindergarten yearbook is a great opportunity to oversee the different activities that take place throughout the kindergarten year. You also have the opportunity to look through all of the photos of the children having so much fun at kindergarten! This role will suit someone who has experience with Adobe InDesign or graphic computer programs and the time dedicated to review the different kindergarten photos throughout the year.

**Time spent?**

Up to 2-3 hours per week depending on familiarity with the preschool and InDesign or a similar program.

# Class Representative Positions

(these are not Committee or Subcommittee positions  
and are not required to attend Committee Meetings)

## Class Representatives – Blue Group (x1) Yellow Group (x1) Red Group (x1)

(3 positions.) Class Representatives act as the link between the parents, Teachers, the Committee of Management, and the Social Coordinator. This involves:

### At the beginning of the year:

- Check all class contact information is correct (in conjunction with the Administration Officer.)
- Introduce yourself to other parents.
- Organise a catch up early in the year (i.e. within the 1st 4 weeks) so that families and children have the chance to meet each other outside of kinder (at Watson park before/after kinder works well.)
- Have contact details for the other class reps.

### Throughout the year:

- Organise a families'/mums'/dads' catch up - aim for one or two in total per term. This could be a group outing (to the zoo, museum etc.) a dinner for the parents or a group catch up in the park.
- Look at organising some special events such as a Friday night fish and chip dinner at Watsons Park (plus some other special Friday nights like Halloween, grand final etc.)
- Aim to organise a catch up during the school holidays.
- Liaise with the Publicity and Communication Officer for any direction sought from the committee or when sending out communications more broadly (i.e. to parents outside of own class group.)
- If required by the Teachers or the Social Co-ordinator, follow up parents in the lead up to kinder events or social events. Follow up attendees when required.
- Meet with other class reps to organise and run the Scholastic book fair (usually held late October.) See separate outline sheet for Book Fair.
- Organise two combined blue and yellow group catch ups during the year - one in term one or two, another in term four/end of year.

### Class Reps help to welcome any new families who join the kinder during the year::

- Distribute updated class lists when a new family joins to let existing families know
- Make yourself known to the new family and perhaps organise a catch up (park play, coffee) to welcome them

### At the end of the year:

- Please help organise a gift for the teachers on behalf of the group.