

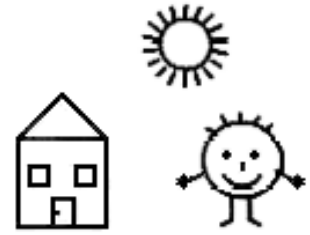
ESTRELLA

Pre-School Incorporated
32 Chamberlain Street, Ashburton 3147

(ABN 45592822309)

Phone: (03) 9885 5398

Website: <http://www.estrella.vic.edu.au>



Estrella Preschool

Committee of Management Position Descriptions

We need you!

Thank you for considering a position on the Committee for 2023! Estrella is managed by a voluntary Committee of Management, consisting of parents whose children are enrolled at the preschool.

The Committee is an opportunity to develop friendships, contribute to the preschool and the Ashburton community. We know that our families are very busy, so the Committee is structured to spread the workload and is mindful that everyone has other commitments. For example, this year we held every second meeting online to allow our members to connect from home. You can also put your hand up to share a role with another parent as a 'job-share'.

What is the purpose of this document?

- This document depicts the voluntary roles that are available, including position descriptions for each one.
- As you will see, some roles require you to attend meetings, vote and make decisions on behalf of the preschool; while other roles are more flexible and provide support to the kinder without being an official member of the Committee.
- Committee members who are continuing from the previous year will provide leadership and support to new members. A thorough handover from outgoing committee members will also be given.

Overall responsibilities of a Committee of Management

In conjunction with the Director (Rosalind Burt), 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.

For more information: Please do not hesitate to contact Emma on secretary@estrella.vic.gov.au

**You will note that some roles require a Police Check and/or Working with Children Check. The preschool will cover these costs.*

Committee of Management roles for 2023

Executive Committee Members

In these positions, you will be a Person with Management or Control and will be registered as 'approved providers' of the education service. These members attend monthly committee meetings.

President		president@estrella.vic.edu.au
Vice President		vicepresident@estrella.vic.edu.au
Treasurer		treasurer@estrella.vic.edu.au
Secretary		secretary@estrella.vic.edu.au

Committee Members

These positions are recommended, but portfolios may be amended and updated by the new Committee. These members attend monthly committee meetings.

Publicity and Communications Officer		estrellacomms@gmail.com
Social Committee Coordinator		social@estrella.vic.edu.au
Maintenance Officer*		estrellamaintenance@gmail.com
Sustainability Officer		estrellasustainability@gmail.com
Social Media and Website coordinator		N/A
General Committee Member		N/A

*The Maintenance Officer includes working bee coordination

Volunteer support roles for 2023

These positions are not registered as members of the Committee of Management and do not attend monthly committee meetings.

Specialist and Sub-committee roles

Social sub-committee (2 roles)		N/A
Maintenance sub-committee ({2 roles)		N/A

[Class representatives](#)

Class Rep (red group)		N/A
Class Rep (blue group)		N/A
Class Rep (yellow group)		N/A
Class Rep (green group)		N/A

The following pages contain the position descriptions of these roles.

President (Executive Role)

The role of the President requires someone who is engaged and driven to support and improve the preschool. This person will be comfortable making decisions, good at delegating and helping people understand the priorities. The President's values will align with the philosophy of Estrella. The President liaises with, and supports, the Director on a regular basis.

The President's Role and Responsibilities include:

- Chairing monthly committee meetings
- Attend Executive Committee Meetings with the Vice-President, Secretary and Treasurer if required.
- 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
 - 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
- Assuming the role of "Head of the Organisation" for Estrella preschool in relation to The Child Safe Standards Policy and the Complaints Policy
- Overseeing the compliments and complaints process as head of the Sub-Committee that reviews, investigates and coordinates responses to complaints that are raised. The Head of the Organisation will be accountable for decisions regarding complaints and proposals made by this sub-committee.
- Leading the Committee's efforts in relation to Quality Improvement Plan
- Ensuring effective and open communication with parents and staff on important decisions.
- Helping to address parent or staff concerns, including the annual survey results.
- 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 (in conjunction with the Secretary).
- Acting as signatory on bank accounts.
- Working with the Administration Officer to maintain records.
- Assisting with the development of the annual budget.
- 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 is an Executive Role and will require:

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

From 2021 volunteer Jessica Symmons: 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. 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 is important to remember the President is no more important or powerful than Treasurer, Secretary and Vice President.

Time spent? Averages out to about 1-2 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 strong 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 with the President, Secretary and Treasurer if required.
- Assist the President whenever required
- In the absence of a President, the Vice President will deputise and assume the duties as the "Head of the Organisation"
- Serve as a member of the Complaints Sub-Committee
- 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 probation 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 Dept of Education & Early Childhood Development
- A Police Check and Working with Children Check

From current volunteers Stephanie Silk and Kim James:

This role would suit a person who is looking to engage with the staff, parents and overall management of the kinder in 2023. 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, conducting appraisals, replying to emails, doing OHS inspections, dealing with grievances, future planning etc. The need to be onsite from time to time also provides the opportunity to get to know the children across all groups. It's been very very enjoyable!

More specifically, this year we have focussed on the government initiative to increase hours for 3 year old kinder, which has involved redesigning the timetable for 2023 to allow for an increase in hours across 2 days and seen the addition of a 3rd 4 Year old group. In addition we have focussed on the "Free Kinder" initiative to be rolled out from next year.

Time spent?

The VP involvement varies greatly week to week, depending on the needs of the kinder at the time. We would roughly spend 2-4 hours per week, sometimes more, sometimes less. More hours are generally seen at the beginning of the year and leading up to the AGM. This excludes monthly meetings.

Treasurer (Executive Role)

The role of the Treasurer is responsible for the financial operation 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.

The Treasurer's Role and Responsibilities 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 with the President, Vice President and Secretary if required
- Serve as a member of the Complaints Sub-Committee
- 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.
- 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 for payroll and suppliers
- 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 DepT of Education and Early Childhood Development
- A Police Check and Working with Children Check

From current volunteer Michelle Heffernan:

This role would suit anyone with a background in finance/accounting or a keen interest in numbers. We are extremely fortunate to have a wonderful Administration Officer who is a great support and instructor to the treasurer role.

As treasurer, you have the chance to better understand how kindergartens run financially with a combination of government funding and contributions from families - I loved learning this information, having not worked in education before! You also play a key role in paying our staff, overseeing their wage payments regularly and transferring funds for other necessary maintenance invoices.

The treasurer can have a wonderful impact on the future of our kindergarten. 2022 has been a challenging year for the finances due to vacancies in the groups, but 2023 has the opportunity to return to blue skies! The incoming treasurer will oversee the 'free kinder' funding and voluntary family contribution which we hope will bring the budget back to neutral.

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)

Estrella is an incorporated association and the Secretary is the nominated Public Officer. The Secretary's role focuses on administration, making sure Committee members are inducted, required paperwork is lodged and Committee Meetings run smoothly throughout the year.

The Secretary's Role and Responsibilities include:

- Coordinate and attend monthly committee meetings, including developing the agenda in conjunction with the President and taking the meeting minutes
- Attend Executive Committee Meetings together with the President, Vice-President and Treasurer.
- Coordinate the orientation and handover process for new Committee Members
- Inform ACECQA of a change in Persons with Management or Control and arrange all relevant paperwork to be completed by Committee members
- Coordinate and log mandatory training for the Committee
- Maintain a file of Committee meetings, agendas, minutes, correspondence related to AGMs and relevant regulatory filings, and assist in archiving this documentation.
- Serve as a member of the Complaints Sub-Committee
- Distribute Estrella's Directory of Committee and contact details
- Liaise with the 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.
- Organise the Annual General Meeting – relevant notices, reports, invitations, guest speakers (if relevant)
- Oversee procedures following the Annual General Meeting, as required by regulatory bodies
- Help out other portfolios during quieter periods
- Supporting the President on matters and actions that stem from the Quality Improvement Plan
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

In collaboration with the Administration Assistant, carry out the following 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)
- Notify ACNC of any name change to Estrella Preschool Inc., the responsible persons or Estrella's Rules of the Association
- Maintain register of Mandatory Reporting training by Committee members
- Produce/complete any book, records or documents to the registrar, authorised officer or government department if required.

This is an Executive Role and will require:

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

From current volunteer Emma Power:

This role is for someone who is keen to contribute to the kinder and likes to have a clear role. Once you organise the induction and paperwork for the new Committee, the main task is preparing and distributing agendas and minutes for Committee meetings. You don't need any prior experience and Elly, our administration assistant, is very knowledgeable and helpful! I liked this role as I knew what I needed to do each month and also had the flexibility to help out other members where I could during the year.

Time spent?

The role takes on average 1 hour per week plus an extra 5 hours in the week of the Committee Meetings. More time will be spent before and after the AGM and at the start of the year when onboarding new committee members.

Publicity & Communications Officer

This position requires someone with a knack for communication and excellent time management skills.

The Publicity & Communications Officer's Role and Responsibilities include:

- Attend monthly committee meetings and provide a brief report on publicity and communications activities and any issues.
- Work with the Administration Assistant to manage contact lists for parents
- Organise all promotions associated with the Open Day including designing posters, invitations, promotional advertising etc.
- Circulate email communications to Estrella families as required during the year (excluding fees emails). Most emails that come from Estrella Preschool will be written and sent by the Publicity and Comms Officer.
- Advertise the preschool at local venues such as health centres, libraries, family centres etc. This can include designing flyers to be distributed, or designing artwork to be printed on real estate boards.
- Write and distribute Estrella newsletters, using input from educators and committee members. This can be done using Mailchimp templates, Canva, Word or Powerpoint.
- Liaise with the social media and/or website volunteers to make updates and publicise Estrella news and events on the website, Facebook, Instagram or other channel.
- Ensure content is approved by the President and Director.
- Assist with any other advertising or promotional material that may be required for fundraising events or social events throughout the year. This role works very closely with the Social Committee Coordinator on the publicity campaign for each fundraising or kinder event.
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

This role is required to have a Working with Children Check.

From current volunteer Carissa Chye:

This role would suit anyone with a background in marketing, advertising, PR or writing. Being familiar with a mail distribution system like MailChimp would help, but is not essential.

You can make this role simple and streamlined, with basic emails and reminders. Or, if you have a design/marketing background, the role offers you really great scope for flexing your creative muscles! Keeping an organised timeline and to-do list for each event is also really crucial, since almost all kinder communication is filtered through the Comms officer.

This year I focused on giving the kinder communications a professional edge, so I designed emails and campaigns using Canva. You don't have to do this – it's really up to you what you want to make of the role.

The workflow for the Publicity and Comms Officer can vary greatly. With Open Day, kinder events and fundraisers, there are comms documents that need to go out. I treated each event as a marketing campaign and would design between one and three emails with graphics for each event. I found it was helpful to break up big chunks of info into well-designed, bite-sized emails. Most people tend to skim through school communications, so I wanted to make sure that what we wanted to convey was being read.

I've really enjoyed the chance to contribute to Estrella in a creative way. It's been a really rich experience.

Time spent?

I usually spend 1-2 hours per week issuing weekly emails. It is a little busier preparing correspondence for the open day in May, annual fundraiser and the AGM. I spend about 8-10 hours a week in the lead up to big events and before the term newsletter goes out. The more familiar you are with the systems, though, the quicker these processes get!

Maintenance Officer

This role helps to keep the enviable grounds of the preschool maintained and safe for the children.

The Maintenance Officer's Role and Responsibilities include:

- Attend monthly committee meetings and provide a brief report on maintenance activities and any issues.
- 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.
- 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.
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.
- Coordinate Working Bees:
 - Choose dates for working bees (two per year)
 - Develop list of tasks for each working bee (liaising with Estrella Director)
 - Distribute an email in term 1 to invite families to participate in any of the 2 working bees scheduled throughout the year (there is a pro forma for this)
 - Maintain an accurate register of working bee participants and pass on to administration officer for parent refunds
 - Liaise with the Director to purchase materials required for working bees. Pre-purchase arrangements and/or complete reimbursement are provided by the preschool
 - Provide an update for the Committee on the Working Bee outcomes

This role is required to have a Working with Children Check.

From previous volunteer:

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 sometimes 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.

Time spent?

Fortnightly checks of regular items and/or check-in with Estrella Director, which takes approximately 1 hour. Other time is dependant on jobs as they arise. Approximately 4 hours per month and more time leading up to a working bee.

Social Committee Coordinator

Events are a great way for our kinder community to come together and this role brings families together to socialise within a common and safe environment. This role has a subcommittee along with the ability to call on the class representatives for support. The Social Committee Coordinator role is vital to the preschool. 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:

- 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
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

This role is required to have a Working with Children Check.

From current volunteer Samantha Knights:

If you're keen on organising events then this is a role for you. The role can be as big or small as you like- 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 your dates at the start of the year, and lock in venues and entertainment ahead of time. Once these bigger items are organised it's all about the detail, and it's up to you to decide how much you want to put in! 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 focus this year was not necessarily to raise funds for the kinder, rather to bring the kinder community together after two long years of COVID and little interactions with other kinder families. However, in the previous years our annual fundraiser has been the most time consuming, but it's also creative and fun! 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 kinder. Time management is important along with attention to detail!

Time spent?

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.

Sustainability Officer

This role focuses on Estrella's commitment to sustainability and the environment, which is a core theme of the education program.

The Sustainability Officer's Role and Responsibilities include:

- Attending monthly 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.
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

This role is required to have a Working with Children Check.

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.

Social Media and Website coordinator

This role is new for 2023. The current Committee and staff feel that our enrolments will improve if we enhance our website and build the social media presence of the preschool. This role is vital for building a strong connection with the local community.

The Social Media and Website coordinator's role will include:

- Attending monthly committee meetings.
- Helping the administration assistant with the Estrella Website modernisation
- Establishing a strategy for our social media (e.g. decisions about where / what / how frequently to post)
- Creating an Instagram profile for the kinder
- Posting new content to the website, facebook, instagram as required (e.g. events, vacancies, updates to programs / philosophies, pictures of children's artwork etc)
- Playing a key role in exceeding Quality Area 6 with respect to building "stronger links with the broader community"
- Updating handover notes throughout the year and providing a detailed handover when the role is handed over to another parent/guardian.

This role is required to have a Working with Children Check.

General Committee member

This role is for someone who wants to support the operation of Estrella Preschool but does not have a particular portfolio in mind.

The General Committee member's role will include:

- Attending monthly committee meetings and contributing to Committee decision-making
- Taking ownership of tasks that come out of these meetings that either a) do not fit within another member's portfolio or b) have been delegated by another member due to workload pressure
- Ad hoc support for kinder administration tasks
- Supporting Committee members during high workload periods e.g. Communications officer with the Open Day organisation; Social Committee Coordinator during events; Vice President during performance reviews; Secretary around the AGM etc.
- Support for the Feedback Survey and Quality Improvement Plan

This role is required to have a Working with Children Check.

Volunteer Support Positions

Social Sub-committee (3 positions)

There are sub-committee roles to support 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 auctions / raffles
- Generally assisting the Social Committee Coordinator

Maintenance Sub-committee (2 positions)

These are sub-committee roles to support 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 help out on odd jobs around the kinder and assist in coordinating the working bees.

Class Representative Positions

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

Class Representatives act as the link between the parents, Teachers, the Committee of Management. 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
- Create a Whatsapp Group for your class

Throughout the year:

- Organise a families/mums/dads catch up - aim for one per term. This could be a park play, a dinner for the parents or a group outing.
- 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
- 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.
- Offer to help at Estrella events such as open days and social functions
- Meet with other class reps to organise and run the Scholastic book fair (usually held late October) if it goes ahead next year
- 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.