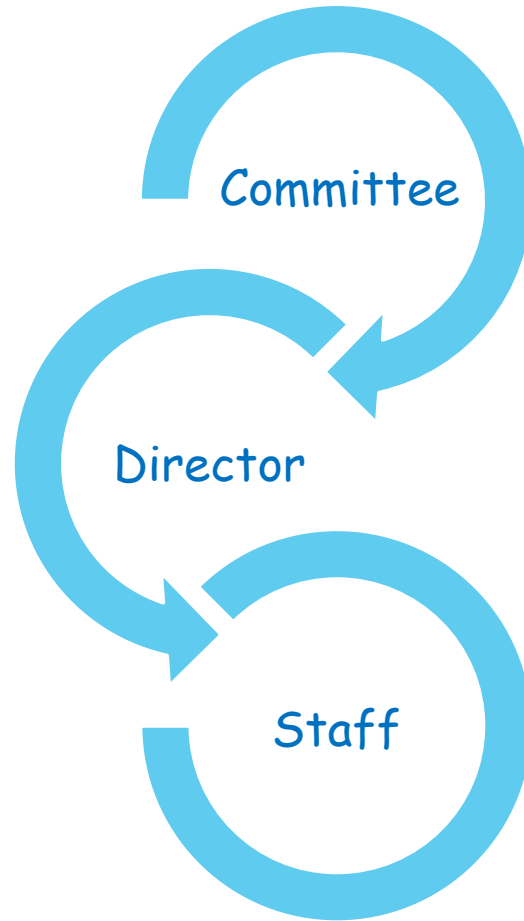


Welcome to the Port Lincoln Children Centre's Management Committee

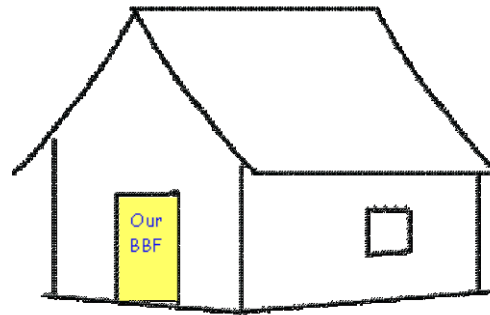
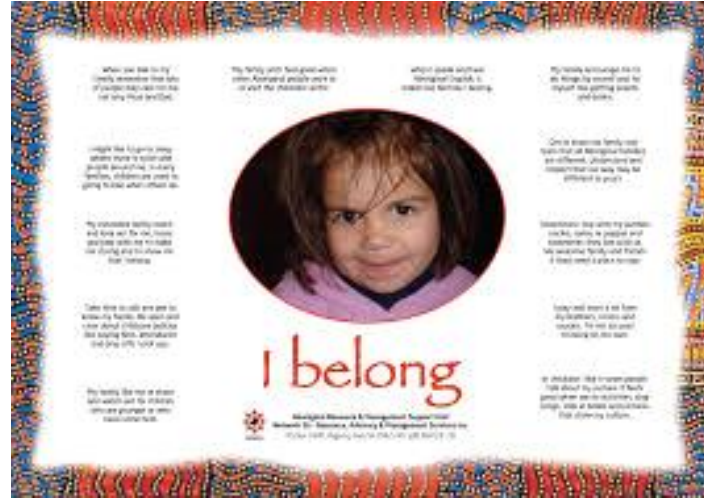
Roles and Responsibilities

Community Children's Centre

Three levels of
decision
making



The Committee is responsible for the centre's governance for today - and for the long term future



You will learn about our ...

- Vision, values and strategy for **quality child care and education**
- Financial viability as a small business
- Maintaining our community resource - the property & facilities
- Legal responsibilities: corporations, employment, work health & safety, education and care services, equal opportunity, disability discrimination, child protection etc. etc.

Roles and Responsibilities

Community

- Is the Service Owner
- Chooses representatives (Management Committee) to govern the service on their behalf.

Management Committee

- **Governs** the child care and education service: responsibilities include financial viability, risk management, planning, employment, accountability to members and compliance.
- Responsible for employing and supporting the Director.
- Should also be reviewing the Director's performance and its (the Committee's) own performance.
- Communication with staff is via Director.
- Responsible to the community for the long term future of the centre.
- Apply for a DCSI Working with Children clearance

Director

Manages the service - leads, and is responsible for, all staff and for the operation of the child care and kindy service.

Delegated employment and financial management responsibilities

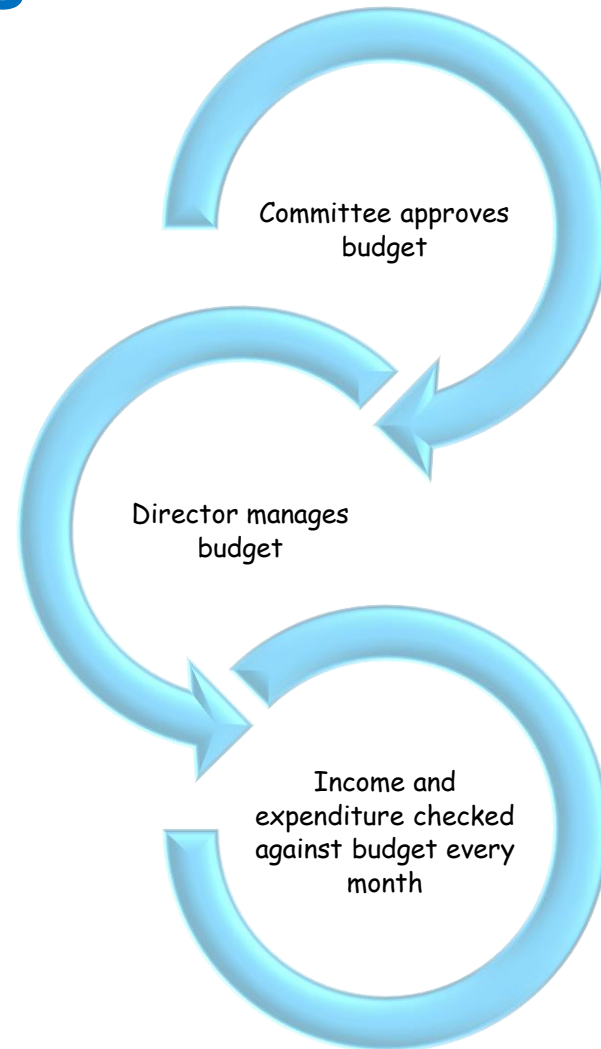
Ensures the centre is meeting all responsibilities to children, families, staff and government agencies.

Oversees the educational and care programs offered by the service.

Staff

Educators, office administrator, cook, grounds person, bus driver and others have specific responsibilities under the leadership of the Director.

How this works



Legal Responsibilities

- ▶ There are laws governing how you operate
- ▶ To protect yourself, the Committee and the centre you must have some idea what those laws are about
- ▶ Be prepared to ask for help when you need it
- ▶ Don't wait for a crisis



Associations Incorporation Act 1985

Inc. = One Body

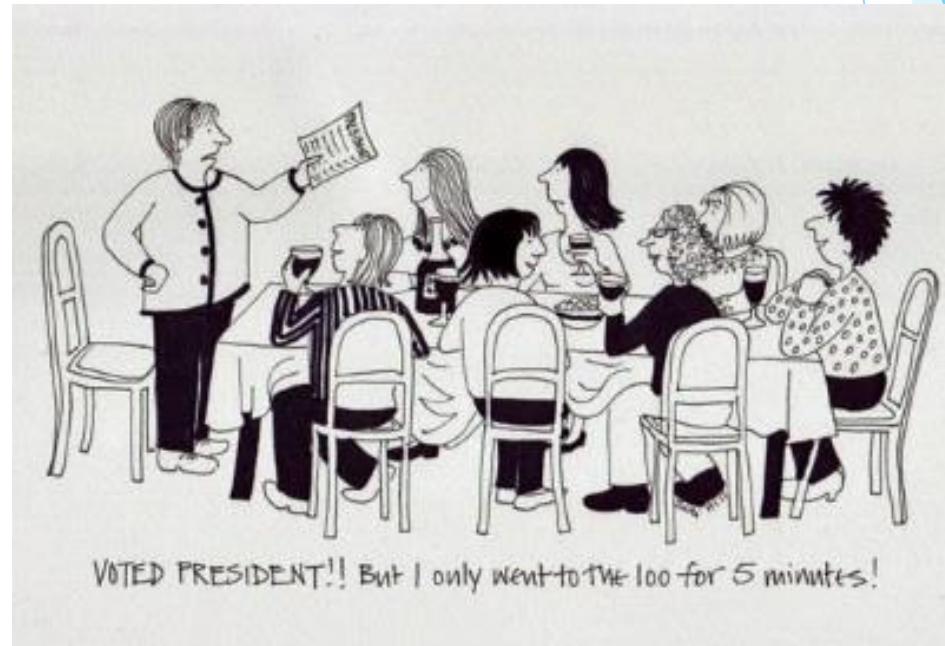
- Ongoing
 - Recognised
 - Responsible
 - Some protection
-
- Hold assets
 - Set up bank account
 - Buy insurance
 - Employ staff
 - Apply for grants
 - Approved service
 - Sue and be sued



Roles of Office Bearers

Chairperson

- Provides leadership to the board, makes sure that the board is running smoothly and that its actions are constitutional.
- Prepares meeting agendas or ensures that they are prepared



Chairperson

- Chairs meetings
- Provides for each voice to be heard
- Puts motions to the vote
- Ensures that decisions are followed through
- Signs minutes
- Makes sure that the management committee is achieving its aims
- Acts as spokesperson when required
- Communication with Director

Treasurer

- ▶ Oversees financial management
- ▶ Keeps the committee informed of the financial state of the organisation
- ▶ Ensures proper records are kept
- ▶ Presents financial reports at committee meetings in easy to understand language
- ▶ Presents annual balance sheet and audit to members at the AGM
- ▶ Convenes Finance Subcommittee meetings
- ▶ Contributes to budget development



Secretary



- The Secretary is usually the minute taker for Management Committee meetings.
- Should ensure that records of all minutes are maintained in an orderly and systematic manner
- May have responsibility for distribution of the minutes
- May have responsibility for preparing agendas



Public Officer

- ▶ Under s56 of the Act an association is required to appoint a Public Officer and notify the Office of Consumer and Business Services (CABS).
- ▶ If there is any change in the identity or address of the Public Officer, it must be notified to CABS. It is an offence for an association to go without a Public Officer for longer than a month.
- ▶ The role of the Public Officer is to act as a contact between the Board and Corporate Affairs (Corporate Affairs and Compliance Branch, Office of Consumer & Business Affairs).
- ▶ The Public Officer must sign and file returns and notices as required by law.

Management Committee Meetings

Regular meetings of the Management Committee members are held once a month for at least 10 months of the year.

See our constitution for the rules that apply to your Committee

For example, we have a rule that if someone misses consecutive 3 meetings without reason acceptable to the committee, their membership may be suspended

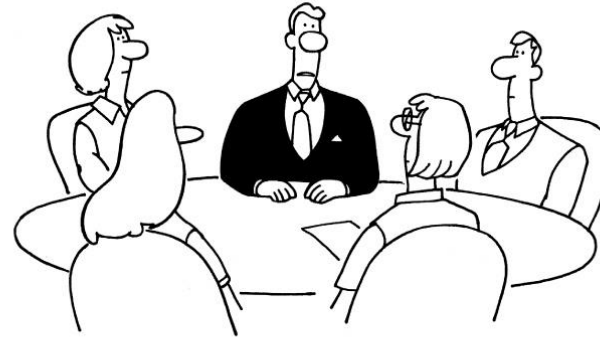
- Agenda includes ongoing business of the management committee and reports such as financial reports and Director's report
- Subcommittee or working parties of the management committee may meet between scheduled management committee meetings and have to report back to the management committee
- Minutes of management committee meetings belong to the committee and are generally not distributed more widely
- Other members of the Association may attend by request or invitation but only speak at the discretion of the Chairperson (check your constitution for terms)

Voting

Routine matters may be dealt with by consensus, but when formal voting is required (such as acceptance of financial reports) one of the members will **move** that an action be taken and a **seconder** will be sought for the motion.

If no-one is prepared to second the motion, the motion will lapse and there is no need to take a vote. If someone does second the motion, **discussion** or debate may follow.

When discussion is completed, members are asked to **vote** e.g. the Chairperson may ask those in favour of the motion to raise their hands, then asks if there are any members opposed to the motion.



“Whew! That was close!
We almost decided something!”

Move
Second
Discuss
Vote

For more information about the formal rules of debate see David Fishel's *The Book of the Board*.

Rules regarding voting at General Meetings (for example, the AGM) are included in your constitution.

Working Together & Managing Time

- ▶ Send reports, agendas and minutes out before the meeting
- ▶ Start and finish on time
- ▶ Deal with important or complex issues early in the meeting
- ▶ Encourage discussion, courtesy and listening to each other
- ▶ Keep on track (note issues to discuss another time)
- ▶ Ensure everyone understands what has been decided and why

Children's Centres

Government

Management Committee has 'Governing Council' role.

Government owns site and facilities and

- employs Director and preschool staff
- responsible for quality & financial viability of preschool and
- any associated government services

Community

Management Committee is fully responsible for child care service governance:

- financial viability
- risk management
- employer of child care staff and some of the preschool staff
- licensee of child care service

Director

- Professional manager of the staff and service
- Ensures quality care and education for the children
- Reports to DECD line manager and Management Committee

Legislation you will get to know about

The Big 4 for Community Children's Centres

1. Associations Incorporation Act 1986

1. Your service may be registered as a charity with Australian Charities & Non-profits Commission (ACNC) as well

2. Fair Work Act 2009

3. National Quality Framework

4. Work Health & Safety Act 2012