



EASTMONT PRE-SCHOOL

32 Frank Street Vermont VIC 3133
Telephone & Fax: 03 9874 4044
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www.eastmont.org.au

POSITION DESCRIPTIONS

COMMITTEE OF MANAGEMENT

Eastmont Pre-School is a community based pre-school that is managed by a Committee of parent volunteers. Without the Committee, the pre-school cannot operate and therefore we need your assistance to ensure we can continue to provide high quality education for our children. The Committee works closely with our director (Sonya Skok) and the staff to ensure that all of our children at Eastmont have a successful and enjoyable year.

We encourage you to consider joining the Committee of Management. We realise that many families may be busy with other commitments, but the Committee is structured in such a way to share the workload. There are a variety of positions available, no experience is necessary and it is a great way to meet people and get involved in your child's education. Leadership and support will be provided by any continuing committee members. There will be a handover process to ensure a smooth transition and there is ongoing support from past committee members.

Eastmont Pre-School is an Incorporated Association and is licensed and funded to provide an early childhood education program.

“As with other kinds of responsibility, standards must be met. Some standards are imposed by common law; others are imposed by parliament under a variety of Acts. For early childhood services these include the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011, and relevant industrial Acts, awards and agreements; other acts and regulations, such as the Information Privacy Act 2000, and contracts such as property leases and service agreements with funding bodies”

From the ELAA Early Childhood Management Manual V3

The Committee of Management has the following roles and responsibilities;

- Approved Provider under the *Education and Care Services National Law Act 2010* and *Education and Care National Services Regulations*
- Employer and management of the service with responsibilities including:
 - staff management and human resource functions
 - policy development
 - planning and implementation of the service operational structure, including determining fee levels and program models
 - financial management
 - administrative support
 - marketing
 - fundraising
- Implementing the National Quality Standard and developing and implementing a Quality Improvement Plan (QIP)
- Compliance with all relevant legislation and regulations that affect the business.



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Committee of Management

List of Positions

President

Vice President

Treasurer

Secretary

3 Year Old Enrolment Officer

4 Year Old Enrolment Officer

Social Co-ordinator

Fundraising Co-ordinator

(Social & Fundraising Co-ordinator could be combined into one position if required)

Projects and Maintenance

Communications Officer

Grants, Policy Review & Occupational Health and Safety (OH&S) Officer

Position Description:

President

Purpose:

In position of President it is important to ensure that the Committee of Management is operating and compliant according to the rules of the association, relevant legislations, regulations and the policies of the pre-school.

The principle responsibilities include:

Spokesperson
Chairperson
Mediator
Liaison Officer

Approved Provider under the *Education and Care Services National Law Act 2010* and *Education and Care National Services Regulations* and nominated on ACECQA as the Approved Provider

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- To chair the monthly meeting and ensure they are run constructively and effectively and provide a written report on activities of the Committee.
- Work with Minutes Secretary to prepare items for the agenda and that all other relevant information is supplied
- Ensure that all minutes of the meeting reflect actual discussion held.
- To chair Executive Committee Meetings.
- To ensure that communication between staff, committee and parents is open and ongoing.
- Overall co-ordination of all sub-committees e.g. fundraising.
- Work closely with the Director in regard to the day to day running of the pre-school.
- Negotiation of contracts with suppliers to the pre-school eg. Cleaners.
- Coordinate all issues associated with employees of the pre-school. This includes relief staff in conjunction with the Director and Administration Officer to cover sick, annual leave etc.
- Assist the Administration Officer in the preparation of staff contracts after reviewing staff awards and agreements in regards to entitlements.
- Act as a mediator between staff and parents where necessary.
- Attend Early Learning Association of Australia (ELAA) meetings and report to the committee.

- Work with the Director, staff and committee on ensuring the Quality Improvement Plan is updated.
- Must be available to attend the pre-school regularly on weekends and school holidays for general Checks (eg. phone messages, water leaks). Phone diversion is possibly required to this person on holidays
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person
- Where necessary, the President will also be required to represent the Association with bodies, such as councils, schools, etc.
- To chair the AGM.
- Signatory to the bank accounts.

Guidance for this role is well documents by ELAA. The outgoing President will be available for ongoing support and consultation where requested.

Skills Preferable:

- Excellent communication skills.
- Basic accounting skills.
- Human Resource management skills in understanding awards, agreements, etc.
- Basic legal skills.
- Educational experience preferred

Time Required:

- 2 to 3 hours per week.
- Attendance at monthly committee meeting.

Other:

- This position is an executive member of the Committee of the Pre-School.
- This position requires a Police Check.
- This position is a licensee of the Pre-School.
- This position requires a Working with Children Check.
- This position is a member of the Human Resource Committee.

Position Description:

Vice-President

Purpose:

The role of the Vice-President is to support the President of the pre-school.

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- To chair meetings when the President is absent.
- Attend monthly Committee meetings and provide a brief report on activities (if required)
- Attend Executive Committee meetings together with the President, Secretary and Treasurer when required
- Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- Assist President whenever required
- Support all activities undertaken by the Committee of Management.
- Signatory to the bank accounts.
- Oversee any major works.
- Liaise with Whitehorse Council when necessary.
- Coordinate the yearly helping hands award (presented at the AGM).
- Assist the Director with communication with the cleaner, booking in extra cleaning ie.school holidays
- Oversee Open Day arrangements
- Coordinate the Important Dates each term and distribute these to the Communications Officer and the Kinder Community.
- In charge of the uniforms including; distributing and updating uniform order forms, tracking inventory, completing and monitoring the ordering and selling of both new and used uniforms. Organising the uniforms to be given to families.
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person

Skills Preferable:

- No specific skills required.

Time Required:

- 1 hour per week.
- Attendance at monthly committee meeting.

Other:

- This position is an executive member of the committee of the pre-school.
- This position requires a Police Check.
- This position requires a Working with Children Check.
- This position is a licensee of the pre-school.
- This position is a member of the Human Resource committee.
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Position Description:

Treasurer

Purpose:

The Treasurer is responsible for the overall funds management of the pre-school, in conjunction with the Administration Officer.

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Attend monthly Committee meetings and provide a brief report on activities
- Attend Executive Committee meetings together with the President, Secretary and Treasurer when required
- Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person

▪ Accounts Payable:

- Arrange payment for all accounts payable invoices for payment by direct transfer.
- Coordinate authorisation of payment from another Executive Committee member, through processing of direct transfer and signing off of Payment Request form.
- Where appropriate, follow up with any suppliers to ensure confirmation of payment is received (i.e. email confirmation of payment once payment has been approved.)
- Ensure that committee members and staff follow procedures for payment of invoices for GST purposes.
- When applicable, arrange payment accounts payable invoices for payment by cheque, ensuring each cheque contains 2 authorised signatories from the Executive Committee.

▪ Accounts Receivable:

- Account for all receipts banked.
- Prepare all documentation to be sent to Administration Officer for processing.

▪ Liaise with the Administration Officer and Social Fundraising Coordinator:

- Bank all monies received immediately.
- Overall responsibility for ensuring that all monies collected by the

fundraising committee are accounted for and banked.

▪ Legal

- Ensure that the financial records of the Association are kept in accordance with the *Associations Incorporation Reform Act 2012 (Vic)*.
- Co-ordinate the preparation of the financial statements of the Association and their certification by the committee prior to their submission to the annual general meeting of the Association.
- The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

Skills Preferable:

- Qualified accountant or book-keeper preferred
- Access to computer system with Word and Excel.
- Internet access

Time Required:

- 2 - 4 hours per week.
- Attendance at monthly committee meeting.

Other:

- This position is an executive member of the committee of the pre-school.
- This position requires a Police Check.
- This position is a licensee of the pre-school.
- This position requires a Working with Children Check.
- This position is a member of the Human Resource committee.

Delegation:

The treasurer may authorise someone else (for example, volunteers or paid staff) to do some or all of the particular tasks that they are responsible for (this is called 'delegating'). However, the treasurer remains legally responsible for the tasks carried out by others. Therefore, the treasurer must be careful to supervise those carrying out their tasks, and to put in place policies and procedures to ensure the tasks are carried out properly.

Position Description:

Secretary

Purpose:

The Secretary is the person responsible for the administration of correspondence received by the pre-school and works in conjunction with the Minutes Secretary.

The Secretary is also the official contact for all government departments and is responsible for reporting about the Association to Consumer Affairs Victoria.

Tasks -

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Manage and update the Maintenance Levy as families participate in different activities
- Attend monthly Committee meetings and provide a brief report on activities (if required)
- Attend Executive Committee meetings together with the President, Secretary and Treasurer when required
- Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- Correspondence
 - Collect all mail (including during school holidays).
 - Open all mail, list under date, correspondence received by whom and place in appropriate pigeon holes, file any correspondence deemed as important for future reference.
 - Create any outgoing correspondence required and keep a copy on file.
 - Present any significant incoming and outgoing correspondence at each monthly committee meeting. (not required at most meetings)
 - Any important documents, especially from Human Services, Whitehorse City Council or Consumer Affairs Victoria- where annual details are required to be compiled and returned, are to be photocopied and kept on file.
- Updating of the pre-school information boards
 - Adding and removing notices from the school information notice board and fundraising noticeboard within the foyer on a regular basis.
- Advertising for the pre-school
 - Organising yearly advertising as advised by the Director and President.
- Annual General Meeting
 - Before the meeting, liaise with the Enrolment Officer and Administration

Officer and send out invitations, agenda and nomination forms with job descriptions of committee positions to all current committee members and next years' families.

- Place an announcement in the local newspaper one-month prior.
 - Place a notice in the window of the pre-school at least 21 days before.
 - On the night ensure all information needed is available – previous AGM minutes, attendance record, and copies of all reports, one for each family. Attendance record is to be filled in at the door so everyone who enters can sign it. Have the agenda ready for each seat.
- Ensure Code of Conduct, Land Lease Register, Asbestos Register, Conflict of Interest Forms completed by required committee members.
 - Maintain a register of members of the Association.
 - Receiving, assessing and deciding on members' requests to have access to their personal information.
 - Provide members with access to the register of members, the minutes of general meetings and other books and documents.
 - Maintain key register of the Pre-School.
 - Keep custody of all books, documents and securities of the Association.
 - Signatory to bank accounts.
 - Organise a watering roster with committee members for the December/ January school holidays.
 - Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person

Tasks – Secretary:

- Ensure all conditions of the Incorporated Association are met under requirements by Consumer Affairs Victoria and *Associations Incorporation Reform Act and Regulations 2012*.
- Ensure Book Keeper renews incorporation fees each year (October).
- Ensure Book Keeper reports the pre-school's financial position to Consumer Affairs Victoria each year. Notify Consumer Affairs Victoria of any changes to key information of the Association.
- Ensure the pre-school has an up-to-date list of committee members.
- Complete and return to Consumer Affairs Victoria:
 - Annual Statement by Secretary; and
 - Appointment/Change of Secretary.

- Sign bank account authorities as public officer.

Skills Preferable:

- Access to computer system with Word.
- Typing.
- Internet access.

Time Required:

- 1 hour per week, for the majority of the year (collecting and recording mail).
- 2 hours per week for a few weeks leading up to the AGM.
- Attendance at monthly committee meeting.

Other:

- This position is an executive member of the committee of the pre-school.
- The position is a licensee of the pre-school.
- This position requires a Police Check.
- This position requires a Working with Children Check.
- This position is a member of the Human Resource committee.

Delegation:

The secretary may authorise someone else (for example, volunteers or paid staff) to do some or all of the particular tasks that they are responsible for (this is called 'delegating'). However, the secretary remains legally responsible for the tasks carried out by others. Therefore, secretaries should be careful to supervise those carrying out their tasks, and to put in place policies and procedures to ensure the tasks are carried out properly.

Position Description:

3 Year Old Enrolment Officer

Purpose:

The 3 Year Old Enrolment Officer is responsible for all duties pertaining to the enrolment process for 3 year old pre-school.

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Attend monthly Committee meetings and provide a brief report on activities
- Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- To liaise closely with the 4 Year Old Enrolment Officer, Administration Officer, Teachers and Committee of Management on:
 - Current and prospective 3 year old enrolments
 - Procedure for 3 year old enrolments
 - Waiting Lists for 3 year old enrolments
 - Update any changes to personal details of families in attendance and those on application/wait lists (3 year olds)
- Answer questions and respond to emails and phone calls in a timely manner to prospective 3 year old Eastmont family enquiries
- Email families promptly to let them know we have received their application
- Email information letters to all prospective 3 year old families on Eastmont application list in March/April
- Email offers to selected applicants for 3 year old families in July and manage replies
- Advise families of unsuccessful 3 year old applications
- Mail-out for AGM in October- liaise with Secretary, Administration and 4 Year Old Enrolment Officer
- Liaise with the Administration Officer with numbers for budgeting and any changes to the details of 3 year old (and prospective) families on application and wait lists.
- Create next year's class groups along with the President and 4 Year Old Enrolment Officer.
- Create contact details list and distribute to families at the start of Term 1.
- Maintain updates to the enrolment application form on the Eastmont website.

- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person
- Must work closely with 4 Year Old Enrolment Officer

Skills Preferable:

- Access to emails and computer system
- Good phone manner
- Good communication skills
- Good organisational skills
- Typing
- Familiarity with Google forms ideal but not essential.

Time Required:

- 1 - 2 hours per week.
- Attendance at monthly committee meeting.

Busy Times:

- March/April for preliminary mail-out.
- In late June and July the time can be up to 10 hours per week.
- In mid September for AGM mail-out.

Other:

- This position is an Ordinary Member of the committee and a voting member of the committee.
- This position requires a Working with Children Check.

Position Description:

4 Year Old Enrolment Officer

Purpose:

The 4 Year Old Enrolment Officer is responsible for all duties pertaining to the enrolment process for 4 year old pre-school.

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Attend monthly Committee meetings and provide a brief report on activities
Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- To liaise closely with the 3 Year Old Enrolment Officer, Administration Officer, Teachers and Committee of Management on:
 - Current and prospective 4 year old enrolments
 - Procedure for 4 year old enrolments
 - Waiting Lists for 4 year old enrolments
 - Update any changes to personal details of families in attendance and those on application/wait lists (4 year olds)
- Answer questions and respond to emails and phone calls in a timely manner to prospective 4 year old Eastmont family enquiries
- Email families promptly to let them know we have received their application
- Email information letters to all 4 year old families on Eastmont application list in March/April
- Email out offers to selected applicants for 4 year old families in June and manage replies
- Advise families of unsuccessful 4 year old applications
- Mail-out for AGM in October- liaise with Secretary, Administration and 3 Year Old Enrolment Officer
- Liaise with the Administration Officer with numbers for budgeting and any changes to the details of 4 year old (and prospective) families on application and wait lists.
- Create the following year's class groups along with the President and 3 Year Old Enrolment Officer.
- Create contact details list and distribute to families at the start of Term 1.

- Maintain updates to the enrolment application form on the Eastmont website.
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person
- Must work closely with 3 Year Old Enrolment Officer

Skills Preferable:

- Access to emails and computer system
- Good phone manner
- Good communication skills
- Good organisational skills
- Typing.
- Familiarity with Google forms ideal but not essential.

Time Required:

- 1- 2 hours per week.
- Attendance at monthly committee meeting.

Busy Times:

- March/April for preliminary mail-out.
- In June and July the time can be up to 10 hours per week.
- In mid September for AGM mail-out.

Other:

- This position is an Ordinary Member of the committee and a voting member of the committee.
- This position requires a Working with Children Check.

Position Descriptions: Social Co-ordinator Fundraising Co-Ordinator

Purpose:

The Social and Fundraising Co-ordinators work closely together on the committee. These roles have recently been separated into a Social AND a Fundraising Co-ordinator, but have also been combined into one position in the past.

The main responsibility of the co-ordinators are to oversee the sub-committee whose job it is to raise funds for the pre-school.

Eastmont Pre-School is funded by fees, government funds and additional monies raised by the committee. Money is needed for maintenance, and new toys, play equipment, books and capital works to improve the amenity of the pre-school

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Attend general committee meetings as well as submit a written report to the committee outlining the month's activities.
- Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- Liaise with Communications Officer for dates and events to be included in the newsletter and on the Eastmont Pre-School website.
- Enlist the help of 6 to 8 members of the pre-school to form a sub-committee.
- Meet or have regular communications with the social/fundraising sub-committee.
- Organise a January planning meeting to ensure coffee mornings are scheduled for first week of term one.
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person

The Sub-Committee:

- Contact via email/texts etc and/or meeting regularly ie 6-8 weeks
- Set a reachable goal at the beginning of the year.
- Divide fundraising events between the terms.
- Organise fundraising events for the year.
- Organise social events for the year (eg. Morning teas, Mothers Day, Fathers Day Christmas function, Mums night etc.)
- Responsible for social interaction between kinder families.

Skills Preferable:

- Cash handling skills.

Time Required:

- 1-2 hours per week to arrange fundraising and/or social events (increased hours may be required around the running of significant events)
- Regular contact with sub-committee
- Attendance at monthly committee meeting.

Other:

- This position requires a Police Check.
- This position requires a Working with Children Check.
- This position is an Ordinary Member of the committee and a voting member of the committee.

NOTE – *Two separate people can carry out this role.*

One to coordinate fundraising and one to coordinate social events. However, these roles could be combined into one position.

Position Description: Projects and Maintenance

Purpose:

To assist in the coordination of maintenance works, coordinate renovation / repair / modification projects and attend committee meetings.

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Attend monthly Committee meetings and provide a brief report on activities
- Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- Coordinate selected projects and maintenance works which may involve creating project specifications, obtaining quotes from tradespeople and suppliers, liaising with the Committee to identify funding sources, organising for relevant approvals from local government and state governments as well as supervising the delivery and completion of the project or maintenance works.
- Other work as required including minor repair & maintenance jobs.
- Coordinate & participate in quarterly working bees (these are conducted on the last Sunday of each school holiday).
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person

Skills:

- Good communication skills.
- Basic project management skills or a willingness to learn how to manage small projects.

Time Required:

- 1 hour per week.
- Attendance at monthly committee meeting (in addition to 1 hour a week).
- Be available to attend the kinder to discuss items with staff, trades & contractors when required.

Other:

- This position is an Ordinary Member of the committee and a voting member of the committee.
- This position requires a Working with Children Check.

Position Description:

Minutes Secretary

Purpose:

The Minutes Secretary is the person responsible for taking the minutes of the committee and Annual General Meetings.

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Attend monthly Committee (Ordinary) meetings and provide a brief report on activities (if required)
- Before each meeting prepare and distribute, via email an agenda to all committee members
- Recording Minutes of Ordinary Meetings
 - o At the meeting take the minutes, making sure all-important issues are moved, seconded and carried.
 - o Obtain a copy of all reports from the President, Director, Treasurer, Social & Fundraising Coordinator and the teachers.
 - o After the meeting, type up the minutes and email to the President, Director, teachers and committee members.
 - o Save a copy of each agenda and minutes to DropBox.
 - o Display a copy of the minutes in the foyer of the Kinder.
 - o Make sure that the accuracy of the minutes is confirmed at the next committee meeting
 - o Make sure that the President (or the chairperson of the next meeting) has verified the accuracy of the confirmed minutes- eg signing the minutes
- Recording Minutes of Annual General Meeting
 - o Take minutes of meeting, collect all reports and ensure all positions for new Committee are filled and noted.
 - o After the night, type up the minutes, photocopy them and put a copy on the notice board in the kinder foyer.
- Duties as requested by Secretary.
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person

Skills Preferable:

- Access to computer system with Word.
- Typing.

- Internet access.

Time Required:

- 1 hour per week.
- Attendance at monthly committee meeting.

Other:

- This position is an Ordinary Member of the committee and a voting member of the committee.
- This position requires a Working with Children Check.

Position Description: **Communications Officer**

Purpose:

The Communications Officer role is responsible for the distribution of communications and the promotion of the pre-school.

Tasks:

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Attend monthly Committee meetings and provide a brief report on activities
- Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person
- **Newsletters**
 - Coordinate, produce and distribute monthly newsletter– includes collating reports from Director, Teachers, President, Social Fundraising Coordinator and any other sources for inclusion, setting out using enewsletter template on Skoolbag, emailing to parents/carers via Skoolbag, uploading on website and Facebook page.
- **Communications**
 - Manage Skoolbag app including sending out Notices, setting up Events and Eforms.
 - Provide a copy of the download instructions to any new families.
 - Manage Eastmont Pre-School Facebook page - includes regular posts of interest, fulfilling any sponsorship/supporter requirements.
- **Website**
 - Update and maintain the Eastmont Pre-School website – includes new Posts, Important Dates, Policies and Enrolment information.
- **Other Duties**
 - Coordinate and distribute annual Eastmont survey.
 - Assist with production of any promotional material eg Open Day Board, newspaper advertisements, flyers.
 - Any other related tasks.

Skills Preferable:

- Ability to communicate in clear and concise manner.
- Exposure to or interest in digital systems
- Attention to detail.

Internet access is required for this role.

Time Required:

- 1 hour per week.
- Attendance at monthly committee meeting.

Other:

- This position is an Ordinary Member of the Committee and a voting member of the Committee.
- This position requires a Working with Children Check.

Position Description:

Grants, Policy Review and Occupational Health and Safety (OH&S) Officer

Purpose:

The position covers three areas.

- o **Grants:** Co-ordinate grant applications.
- o **Policy Review:** Eastmont Pre-School is required to regularly maintain the Eastmont Pre-School Policies Manual. These policies are located in the foyer, office and internet. The policy officer is required to review policies, and recommend appropriate changes (if any) to the Eastmont Pre-School Committee of Management at each general committee meeting held each month.
- o **OH&S:** The Occupational Health and Safety Officer is responsible for the management of issues relating to health and safety of Eastmont Pre-School staff, children and attending parents.

Tasks

- As part of the Committee, has responsibilities as the Approved Provider, employer of staff and manager of the service
- Attend monthly Committee meetings and provide a brief report on activities
- Prepare for meetings by reading the agenda, reports, minutes and other relevant information
- Update handover notes throughout the year and provide a detailed handover when the role is handed over to another person

Grants:

- Identify relevant grants of money or goods/services from governments and businesses that the pre-school may be eligible for.
- In liaison with other Committee members, the Administration Officer and the Director, submit applications for grants – including any necessary supporting documentation (for example, financial, legal and insurance records).
- Acquit grants purchases, by collecting receipts and submitting any written descriptions and information as required

by the relevant body that provided for the grant.

Policy Review:

- Become familiar with the Eastmont Pre-School policy manual.
- Update Pre-School policies biannually, including ELAA updates.
- Liaise with the Communications Officer to ensure policy changes are updated on the internet.
- Update 'hard copy' policies in the foyer and office.
- Ensure the communication of changes of policy to members of the Eastmont Pre-School Association.

Occupational Health and Safety (OH&S) Officer:

- Become familiar with the Eastmont Pre-School OH&S policy and Worksafe Victoria employer related obligations.
- Update the Environmental Management Plan on an annual basis. To identify risks involving hazardous manual handling.
- To liaise with teachers & Committee of Management and Administration Officer on:
 - o Identified risks
 - o Workplace claims

Skills:

- Good communication skills.
- Any OH&S training or experience would be advantageous.
- Access to emails and computer system.

Time Required:

- 2 -3 hours per month.
- Attendance at monthly committee meeting.

Other:

- This position is an Ordinary Member of the committee and a voting member of the committee.
- This position requires a Working with Children Check.