



KEDRON HEIGHTS
Community Kindergarten

ANNUAL GENERAL MEETING
10am Saturday 18th February, 2023
(As part of our "Welcome Sausage Sizzle commencing at 9am)

Near the start of each year, Kindy is required to hold an AGM where our annual report is presented and the members (ie 2023 parents/carers) appoint a Committee for the new year. We welcome you to come along and join our Committee!

Committee involvement enables you to become actively involved in your child's education, as well as the day to day running of the centre and future centre developments. It is also an excellent opportunity to get to know staff and other families. Should you like to know more details about the roles, please let us know. We also will have some additional information in our 2023 parent handbook for release shortly.

How do you nominate to be part of the Committee or help in a supporting role?

A brief outline of the roles available are listed below and nomination forms are attached. You are encouraged to return your nomination form as soon as possible so we can ensure that we have nominations for all available positions well before the AGM.

The nomination form needs to be signed by 2 other members (ie parent/carer of another 2 kindy families). If you don't yet know 2 other members to second your nomination, please let Leanne, Judith or Kathy know and they can help arrange this with another family or our current President (Justin Reidy). **If you are interested in a role, the current committee members would love to talk to you and we can also put you in touch with them.**

Based on Blue Card regulations, the Executive Committee roles listed below, must hold a valid BCB Blue Card prior to officially commencing in their role. There is no cost to obtaining a Blue Card and Kindy will provide the link for obtaining the correct BCB card.

What roles are available?

Executive Committee roles

Pursuant to regulations, it is essential that these Executive roles be filled for the Kindy to operate each year:

- President:** Co-ordinates all functions of the Management Committee; Liaise with the Nominated Supervisor, Educational Leader and Financial Administrator on all matters affecting the centre; Chair committee meetings and any general meetings; Signatory to KHCK bank accounts
- Vice-President:** Assist the President; Stand in for any absent office bearer if required at meetings; Signatory to KHCK bank accounts; Supervises & co-ordinates Workplace Health & Safety issues and audits; Provide monthly WH&S report and completes termly WH&S audit with Nominated Supervisor.
- Treasurer:** Oversee centre budget and financial accounts; Liaise with Administrative Assistant in the preparation of reports; Present monthly financial reports at Committee meetings; Signatory to KHCK bank accounts
- Secretary:** Records and distributes meeting agendas and minutes; Assists with collation of AGM reports booklet; records & attends to Committee correspondence; Assists Financial Administrator with adhoc tasks; Maintain members register; Works with Marketing/Website Co-ordinator and/or Teachers to produce quarterly Kindy newsletter; May be nominated as a signatory to KHCK bank accounts if required;

Management Committee roles:

In addition to the above 4 executive committee roles, there are several other positions that are required for the management committee to run effectively throughout the year and these roles do not require a blue card:

- Grants Co-ordinator** – actively look for available grant opportunities (as these change from year to year) and assists with the collation of quotes and other documentation for grant lodgements. Assists with other tasks relating to grants/renovation expenditure, including the need for council approval on structural works



- Fundraising Co-Ordinator** – This role involves organising and coordinating kindy fundraising events, including the Easter Raffle, Bunnings Sausage Sizzle, Picture Plates and our main event, The Kindy Art Show (a subcommittee will be organised for the Art Show). This role is ideal to share with another person.
- Maintenance Co-Ordinator** - organises and attends to maintenance issues and projects for the centre; co-ordinates working bees; delegates jobs to be done. This role is ideal to share with another person.
- Marketing/Website Co-ordinator** – update and enhance website layout and content, update and maintain facebook parent page; help with exploring marketing/advertising opportunities to raise awareness of our Kindy; work with Secretary and/or Teachers with newsletter layout/graphics if needed and organise the upload on the finalised newsletter on the Kindy website

Other support roles:

There are some other support roles that help with the Kindy day to day functions. You do not need to attend monthly committee meetings for these roles and similar to other Kindy families not on the Committee, you do not have specific Committee meeting voting rights. However, your presence would be most welcome at committee meetings. Blue Cards are not required for these roles.

- Social Co-ordination (2 people – one person from each group)** – organise centre’s social events, including playdates, family picnics etc
- Book Club Co-ordination (2 people – one person from each group)** – distributing Scholastic brochures; collating and processing orders via online LOOP system and distributing orders. Organising Book Garden displays if required and co-ordinating orders from fundraising catalogues (Chalk & Parent Direct). Liaising with kindy teachers to access free resources earned from any of these initiatives. (One member from each of Group A and B ideally)
- Children’s Book Library Co-ordination – (2 people – one person from each group)** assists children with weekly borrowing of books within kindy sessions; maintains organisation of the children’s library; filing books once returned; checking returns are up to date (Both groups will require this position filled)
- Museum Loans Coordinator (can be a shared role)** – drop-off/collect QLD Museum Loan from Hendra on a fortnightly basis during school terms, set up items at kindy, ensuring all items are present; pack up items at completion of each borrowing period, ensuring all items are present.
- First Aid Resource Coordinator (1 person)** – ensure the contents of the first aid kit is checked each term to ensure the kits are complete and within expiry dates. Kindy will purchase/reimburse any restocking costs.

Completing the nomination form

If you have a few roles that you would consider, that is fantastic. Just fill a nomination form for each role you wish to nominate for – mark your order of preference if you have one. Once we have all the nominations together, we can then look at what nominations we have overall and have a chat with you. You would only need to take on one of those roles.

Please drop the completed nomination form(s) in the letterbox, locked correspondence box in the foyer or scan and email back to Kindy. Some of the Management Committee roles can be shared roles. All final nominations are then taken to the AGM to be confirmed (ie 2023 parents/carers).



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Committee or other support role Nomination Form (*your first preference*)

I consent to be nominated for the position(s) stated below, in the Kedron Heights Community Kindergarten Association Inc., being a member of the Association. **This position allows me to vote on matters brought up at the Committee Meetings, and if nominating as an Executive Committee member, will require me to hold a BCB (Blue Card for Business) (KHCK will assist with providing the information for you to obtain this and no cost is involved).**

Your Name : _____ Your Signature: _____

Committee or support role that you are nominating for: _____

Name & Signature of 1st member proposing your nomination:

Name & Signature of 2nd member seconding your nomination:

The nomination form needs to be signed by 2 other members (ie parent/carer of another 2 kindy families). If you don't yet know 2 other members to propose & then second your nomination, please let Leanne, Judith or Kathy know and they can help arrange this with another family or our current Management Committee.

Committee or other support role Nomination Form (*if you would like to nominate for another role as a 2nd preference*)

I consent to be nominated for the position(s) stated below, in the Kedron Heights Community Kindergarten Association Inc., being a member of the Association. **This position allows me to vote on matters brought up at the Committee Meetings, and if nominating as an Executive Committee member, will require me to hold a BCB (Blue Card for Business) (KHCK will assist with providing the information for you to obtain this and no cost is involved).**

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