



KEDRON HEIGHTS
Community Kindergarten

ANNUAL GENERAL MEETING
10am Saturday 22nd February, 2025
(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 2025 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 2025 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 Judith or Leanne know and they can help arrange this with another family or our current President (Katy Duncan). **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 Business 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 blue 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:** Assists the President; Stands in for any absent office bearer if required at meetings; Signatory to KHCK bank accounts; Supervises & co-ordinates Workplace Health & Safety issues with the Nominated Supervisor.
- Treasurer:** Oversees centre budget and financial accounts; Liaise with Administrative and Financial Officer in the preparation of reports; Presents 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. May be nominated as a signatory to KHCK bank accounts if required; Assists Marketing Coordinator with creation and distribution of newsletters (if required)

Management Committee roles:

In addition to the above 4 executive committee roles, there are several other management committee roles that are required to assist the Executive Committee and attend committee meetings throughout the year. *Generally, these roles **do not** require a blue card. However, holders of these role must not be an excluded or disqualified person for blue card purposes:*

- Grants and renovation projects Lead Co-ordinator (ideally 2 in this role to allow the responsibilities of the role to be split) – actively looks for available grant opportunities (as these change from year to year) and**



assists with the collation of quotes/documentation for grant lodgements. Assists with other tasks relating to grants/renovation expenditure under guidance from Kindy, including the need for council approval on structural works. *Ideally, both people in these roles should be able to attend most committee meetings to ensure we can work through upcoming grant opportunities and satisfy the quorum numbers for each committee meeting. However, we have flexibility in how the roles are structured (eg have 1 role as management committee role and one as a committee support role, use of proxies). We will work through that closer to the AGM once nominations are received.*

- Fundraising Lead Co-Ordinator Group A and Group B (ideally 2 roles)** – These roles involve coordinating and overseeing kindy fundraising events, including the Easter Raffle, Bunnings Sausage Sizzle, Picture Plates or similar. Ideally, both people in these roles able to attend most committee meetings. *Ideally, both people in these roles should be able to attend most committee meetings to ensure we can work through upcoming events and satisfy the quorum numbers for each committee meeting. However, we have flexibility in how the roles are structured (eg have 1 role as management committee role and one as a committee support role, use of proxies). We will work through that closer to the AGM once nominations are received.*

We will also be asking for separate nominations for non-committee Art Show Co-ordinators in Group A and Group B (see other support roles).

- Maintenance Lead Co-Ordinator** - organises and attends to maintenance issues and projects for the centre; co-ordinates working bees with the Nominated Supervisor and delegates jobs to be done. The ability to attend committee meetings would be ideal, particularly if we have maintenance issues to discuss at a committee level but we will work through that closer to the AGM once nominations are received. We will also be asking for nominations for a Maintenance Support role so working bee attendance and maintenance jobs can be shared.

- Marketing/Website Co-ordinator** – update and enhance website layout and content, update and maintain Facebook and Instagram community page; help with exploring marketing/advertising opportunities to raise awareness of our Kindy; work with 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 the management committee and teachers throughout the kindy year. **You do not need to attend monthly committee meetings for these roles** and like other Kindy families not on the Committee, you may not have the same voting rights as Committee members. However, your presence would be most welcome at committee meetings. *Generally, these Support roles **do not** require a blue card. However, holders of these roles must not be a person that is excluded or disqualified from being eligible to obtain or hold blue card:*

- Art Show Co-ordinators (2 people from each group)** – organise the Kindy's annual Art Show event, supported by the Nominated Supervisor, the Fundraising Lead Co-ordinator (s) and other parents/carers who will be part of the Art Show committee
- Maintenance Support Co-ordinator** – works with the Maintenance Lead Co-ordinator on maintenance issues and projects for the centre; assists with working bees/adhoc maintenance jobs
- Social Co-ordination (2 people – one person from each group)** – organise centre's social events, including playdates, family picnics etc
- 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, done termly)** – drop-off/collect QLD Museum Loan from Hendra on a fortnightly basis during school terms.
- 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.



Committee or other support role Nomination Form

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. **Committee meeting voting rights are as specified in the Rules of Association.**

Blue Card requirements:

If nominating as an Executive Committee Member, I am aware that I will require a Blue Card for Business and sign the blue card declaration below. Note KHCK will assist with providing the Blue Card Services information to obtain the blue card and no cost is involved (this includes if you hold a Blue Card exemption that is relevant to your profession (eg Police, Teachers) – we can run through the simple blue card application process with you if applicable.

Management Committee and Committee Support roles do not require a blue card but are required to make the following blue card declaration:

Blue Card Declaration for all Executive/Management/Committee Support role nominations:

I declare that I am not an excluded or disqualified person for blue card purposes and that I am obligated to immediately advise the Nominated Supervisor and resign from my role should I become an excluded or disqualified person at any time during the kindy year. *Note: Blue Card Exemptions held by certain people in their occupations (eg Police/Teachers) are different to persons who may be excluded or disqualified persons as determined by Blue Card Services.) Blue Card Services has detailed information should you require more information on excluded or disqualified persons.*

Your Name : _____ Your Signature: _____

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 or Judith know and they can help arrange this with another family or our current Management Committee.

Which Committee (Exec/Management) or Committee Support role would you like to nominate for?

Committee or support role that you are nominating for (1st pref): _____

If there are other roles that you may consider if we have several other nominations for your 1st preference:

Committee or support role that you are nominating for (2nd pref): _____

Committee or support role that you are nominating for (3rd pref): _____

Completing the nomination form

Please drop the completed nomination form(s) in the letterbox, locked white correspondence box on the foyer wall or scan and email back to Kindy. 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 any committee roles (ie Executive or Management Committee roles) but it is possible to assist with committee support roles whether you are on the committee or not. All final nominations are then taken to the AGM to be confirmed by the 2025 parents/carers. Some of the Management Committee roles may be split into 2 roles and we have left that option open for now pending receipt of nomination forms and understanding nominees' ability to attend committee meetings. Getting the right number on the committee is important for decision making and being able to achieve quorum numbers for each committee meeting held.