

**Near the start of each year, Kindy is required to hold an AGM where our annual report is presented and the members (ie 2026 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 running of the centre and future centre developments. It is also an excellent opportunity to get to know staff and other families. We would be happy to share more details about the roles if you had any queries. We also will have some additional information in our 2026 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 (Morgan Randle). **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, Management Committee will require a Blue Card in 2026. There are different types of Blue Cards and we will share more details about the type/requirements in the new year. 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:** Liaise with the Nominated Supervisor, Educational Leader and Financial Administrator on matters impacting the centre; Chair committee meetings and any general meetings; Signatory to KHCK bank accounts
- Vice-President:** Assists the President; May stand 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 Financial Administrator 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 as required; 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. *With recent Blue Card changes, these roles are likely to require a blue card in 2026:*

- Grants and renovation projects Lead Co-ordinator** – 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.

- Fundraising Lead Co-Ordinator** – These roles involve coordinating and overseeing kindy fundraising events, including the Easter Raffle, Bunnings Sausage Sizzle, Picture Plates or similar. Ideally, the person in this role should be able to attend most committee meetings. We will also be asking for separate nominations for a non-committee Fundraising Co-ordinator to assist in your role as well as Art Show Co-ordinators in Group A and Group B (see other support roles).
- Maintenance Lead Co-Ordinator (can be 2 roles – one for each group)** - 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.
- 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. *Based on recent changes to Blue Card requirements, some Support may require a blue card. The online application process for a Volunteer Blue Card is straightforward and Kindy will assist with that. Even if a blue card is not required, anyone holding a Support role must not be a person that is excluded or disqualified from being eligible to obtain or hold blue card:*

- Fundraising Co-ordinator** – assist the Fundraising Lead Co-ordinator with fundraising events/raffles as required.
- 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 social events for the kindy groups to build connections and get to know one another, 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 across kindy terms)** – drop-off/collect QLD Museum Loans 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 or Management Committee Member**, I am aware that I will require a Blue Card and need to 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.*)

**Committee Support** roles may require a Volunteer blue card and if so, KHCK will assist you with lodging the application. In any case, the following blue card declaration must be completed:

**Blue Card Declaration for all Executive/Management Committee or applicable Committee Support roles 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.)*

Your Name : \_\_\_\_\_ Your Signature: \_\_\_\_\_

Name & Signature of 1st member proposing your nomination:

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Name & Signature of 2nd member seconding your nomination:

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

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

Committee or support role that you are nominating for (1<sup>st</sup> pref): \_\_\_\_\_

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

Committee or support role that you are nominating for (2<sup>nd</sup> pref): \_\_\_\_\_

Committee or support role that you are nominating for (3<sup>rd</sup> 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 2026 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.