

**Aspley East Kindergarten & Preschool Association Inc**  
**Management Committee Positions**

The management committee comprises of a president, vice-president, secretary, treasurer, and such other members that the Association members elect or appoint at a general meeting. The management committee will consist of a maximum of 10 members in total.

The management committee positions have voting rights and fundamentally hold the powers vested in managing the Association and Centre.

We also intend to be able to accept sub-committee members, who will hold non-voting rights (and therefore limited legal responsibility), but remain able to contribute to the operations of the Association and Centre.

**Management Committee**

**PRESIDENT**

Chairs the monthly Committee Meetings  
Checks the overall running of the center  
Liaises with staff members  
Attends C&K meetings when topic applies to position  
Chairs the AGM  
Presents report at the AGM  
General contact for legal and statutory requirements

**VICE PRESIDENT**

Supports the President  
Oversee/Organises Child Protection Compliance  
Organises working bees in co-operation with the Maintenance Officer  
Attends C&K meetings when topic applies to position  
Member of WPH&S committee

**SECRETARY**

General secretarial duties  
Minutes of meetings  
Collecting the mail, distribution  
Typing of handouts, notices, etc and photocopying  
Attends C&K meetings when topic applies to position  
General filing

**TREASURER**

Custodian of the accounting and banking records and keeping them up to date  
Works closely with Centre Administrator regarding financial records and accounts  
Supply a financial report to each Committee Meeting  
Prepare and present budget for forthcoming year  
Attends C&K meetings when topic applies to position  
Liaises with Accountant and Auditor  
Presents annual report to the AGM

**MANAGEMENT COMMITTEE (BETWEEN 2 and 6 POSITIONS)**

Assistance and contribution to the Committee Operations

## **Sub-Committee and Officer Role Positions**

These positions do not require nomination per the constitution requirements (unless a management committee position is sought) and will be considered 'informal' type positions.

### **MAINTENANCE OFFICER (may also be a voting Committee Member)**

Carries out/organizes small repairs as required  
Working Bee organization  
Member of Workplace Health & Safety committee  
Presents report at Committee Meetings

### **RISK MANAGEMENT OFFICER (may also be a voting Committee Member)**

Monitors and implements centre's WH&S policy  
Follow up any incidents and evaluate  
Conducts regular safety audits

### **GRANTS OFFICER (may also be a voting Committee Member)**

Prepares grant applications for the Committee

### **SUB-COMMITTEE MEMBER**

Assistance and contribution to the Committee Operations