**President**

The president/chairperson’s role encompasses three broad areas:

* leadership of the committee/board
* liaison with director
* public relations.

To be effective in these areas, it is important that the president/chairperson has an awareness and understanding of the needs of children and families and the role of the service within the community. The president/chairperson’s responsibilities include:

* understanding the organisation’s governing rules/constitution
* developing the committee/board meeting agenda, in consultation with the director and other committee/board members.

A primary responsibility of the president is chairing meetings. This includes:

* working through the agenda, prioritising items if time is limited
* ensuring discussion remains relevant
* keeping discussions to appropriate time
* allowing everyone to have an opportunity to express their views and opinions
* acting as final decision maker when voting is tied

The president/chairperson must also:

* sign the minutes after they have been confirmed
* prepare and deliver a report at the organisation’s Annual General Meeting as well as any other reports as required
* communicate regularly with other members of the committee/board and director
* keep track of tasks that have been allocated to other committee/board members or sub-committees
* speak on behalf of the service and represent it within the broader community.

While the role of the president tends to be an all-encompassing one, the help and support of fellow committee/board members can be enlisted in any area. The president should delegate and co-ordinate tasks to make sure action is taken.

**Vice-President**

The vice-president/vice-chairperson supports the president/chairperson, and fills the role of president/chairperson when required (for instance, chairing the meeting or representing the service if the president/chairperson is absent)

This role tends not to be too arduous, so individual services should consider how best to utilise the skills of the person in this role by assigning particular tasks.

**Secretary**

The secretary is responsible for the records of the service (other than financial records).

Secretarial responsibilities include:

* keeping a current list of members of the organisation, including addresses and contact numbers
* consulting with the president/chairperson on preparation of the agenda
* distributing the agenda for meetings, keeping in mind any requirements under your association rules/constitution
* keeping accurate records of meetings
* distributing copies of minutes at or before the next meeting, in accordance with governing rules/constitution
* presenting applications for new membership to the committee/board for approval in accordance with governing rules/constitution
* collecting, reporting and responding to relevant correspondence as directed
* keeping the committee/board’s files in order and up to date.

**Treasurer**

The extent of the work of the treasurer needs to be assessed in conjunction with current practices within your service. Most services will have delegated some or all day to day financial administration of the service to the director who may in turn supervise the work of a bookkeeper/clerical/admin assistant.

Even if such delegations are in place, the role of the treasurer is to ensure:

* preparation of the annual budget (with other key people e.g. Director)
* effective monitoring of income and expenditure (profit/loss) against the budget
* accurate books and financial records representing the current financial situation of the service are kept, and documents lodged as required
* correct accounting procedures including associated documentation (invoices, receipts, bank statements, etc)
* presentation of financial reports (e.g. profit and less statements).

The treasurer plays a key role in reporting on the financial position of the organisation to the committee/board, including:

* tabling financial reports (e.g. profit and loss statements against the budget and the balance sheet)
* presenting annual financial statements and the auditor’s report at the AGM.

The treasurer plays a key role in reporting on the financial position of the organisation to the board/committee. However, the whole board/committee is responsible for ensuring the financial viability of the service.

**General members**

In addition to the roles of the office bearers, the committee/board will also have several other members who may or may not have delegated responsibilities.

General committee members:

* support executive committee members by participating actively and constructively in meetings
* participate in discussions and decisions of the management committee
* volunteer to support organisational activities as time allows
* represent the organisation at community events.

**Fundraising Coordinator**

The role of the fundraising coordinator is to inspire families and the wider community and making them aware of the importance of fundraising activities to the service. The fundraising coordinator will discuss ideas with director and other fundraising members. Any money raised will comply with relevant laws and money raised will be used for the stated purpose. The fundraising Committee Coordinator attends monthly Committee meetings; ensures Fundraising Report is ready for the meeting.

* Fundraising Committee Coordinator reports back to Committee for approval of all Fundraising events.
* The Fundraising Committee Coordinator meets with the Fundraising Committee once per Term to co-ordinate Fundraising events.
* The Fundraising Committee is a sub-committee of the Preschool Committee and **all** members are equally a member of the Preschool Management Committee and are asked to attend monthly Committee meetings. The Fundraising Committee usually holds their own informal meetings at a different time during the month to plan events as required. The main objective of the Fundraising Committee is to raise money for the Preschool. This is done by organising different events i.e. raffles, trivia nights, fetes, catering etc.
* The Fundraising Committee is responsible for each event but must have the approval of the Management Committee who will help when needed.
* A report will need to be presented at monthly Committee meetings, giving plans of future events, and a report on events already held. A member of this Committee can be chosen to report, or it can be a shared job with different fundraisers reporting on things happening.