

MANAGEMENT COMMITTEE RESPONSIBILITIES

All Committee members work in a voluntary capacity and as a whole are responsible for the overall management of the service. They will have to plan ahead for all aspects of the service, from staff in-service to the AGM, from fundraisers to developing a budget. Under the NSW Children (Care and Protection) Act 1987, all children's services must have a licence before they can operate. In NSW the Community Services, Department of Human Services issues licences to suitable organisations. Organisations must operate in accordance with the Department's licensing regulations and guidelines. The Licensee is the holder of the licence for a child care service. The Cootamundra Centenary Pre School Association Incorporated is the licensee of this service and responsibilities fall into the following categories:

LEGAL

The Committee must:-

- ▶ meet the requirements of federal, state and local government laws and regulations.
- ▶ ensure the organisation follows its constitution and adheres to Regulations and Licensing guidelines, funding guidelines and agreements, industrial legislation, awards and taxation.
- ▶ ensure the organisation has appropriate insurance coverage.

FINANCIAL

▶ The Committee is responsible for the ongoing financial viability of the service. It must be in control of the organisation's money and know where it comes from, where it goes to and how to budget for future plans.

▶ The Committee must ensure that proper financial records are kept, spending is kept track of, fee levels are set and that financial statements are made available to Committee members at monthly meetings and an annual audit to Government Departments.

INCOME

▶ Funding is received from the NSW State Government through the Department of Community Services in quarterly instalments. Other funding may be requested for children with special needs through the NSW Department of Education and Training but can only be used for this purpose and any surplus must be returned.

Committees must adjust the fee level as required and preferably review each year to maintain affordability for parents while meeting Pre School running costs adequately.

▶ Fundraising is an important part of income and a sub-committee should be appointed to do this task.

EMPLOYMENT

- ▶ The Committee is the legal employer and as such is responsible for hiring staff, providing work conditions and salaries in accordance with current awards and industrial legislation.
- ▶ The Committee must provide staff with opportunities for professional development and develop policies and procedures to deal with health and safety disputes and grievances.
- ▶ The Committee are also responsible for the development of Employment Agreements for new staff members and for existing staff.

PLANNING AND POLICY MAKING

- ▶ The Committee must ensure there are guidelines so everyone in the service knows where it is headed, what it aims to achieve and how each job fits into the overall plan.
- ▶ The Committee must ensure there are centre policies and guidelines on all matters and that these policies are monitored and evaluated regularly.

ACCOUNTABILITY

- ▶ The Committee must be answerable to, and provide reports to relevant Government departments, to parents, and the wider community.
- ▶ The Committee must show that when receiving Government funds, fees or donations, it is using the money responsibly and for the purpose it was intended. Financial records and accounts are independently audited and the audited report is presented at the AGM and to the Department of Human Services.

PUBLICITY AND PUBLIC RELATIONS

- ▶ The Committee is responsible for raising awareness and promoting the service in the general community and ensuring that parents receive adequate information about the service.

MAINTENANCE OF PREMISES

- ▶ The Committee is responsible for making sure the building and equipment are well maintained according to regulations and licensing guidelines and properly insured.

▶ Insurance: Contents Insurance and Public Liability

Guild Insurance limited
(Phone: 02 6124 2222) (due May each year)

Insurance of Children

Guild Insurance Limited
(Phone: 02 6124 2222) (due May each year)

Workers Compensation

Cambridge Integrated Services
(Phone: 1800 803 905) - (due March each year)

Building, Shed, Fencing and Playground Equipment

Council has insured: Building, Shed (1), Playground, Fence,
Shade Cloth, Soft Fall, Outdoor Notice Board and new Shed (2)

► The Committee employs a gardener to maintain the grounds (Michelle Fuller in 2010) and a cleaner who comes in weekly to clean (Abdul).