



Roles of Management Policy

POLICY STATEMENT

Coowarra OOSH aims to provide a quality centre and will ensure that we operate according to the legal requirements of a managing body. The management will ensure that decisions are made in a proper way and in the best interests of the service.

PROCEDURE

The Management will ensure that the service is managed according to the funding bodies; requirements and that all relevant guidelines, acts, regulations and the constitution are adhered to.

The Management structure will be recorded with the duties clearly described.

Members of the Committee will consist of parent users and interested community members.

Office bearers will be elected each year at the Annual General Meeting.

All Committee Members will be made aware of the requirements regarding:

- Management structure, rules and duties.
- Constitution.
- Centre's philosophy and goals.
- Policies and Procedures.
- Funding and operational agreements.
- National Standards.
- Meetings.
- Financial requirements.
- Employment responsibilities.

Existing Committee Members are encouraged to give support to new incoming members. Parent/guardians will be actively encouraged to participate.

Decisions about the overall operation of the centre will be made at management committee level. Parent/guardians and educators will be kept informed about the Committee's membership, meetings and decisions and have input into the management of the service.



Coowarra Out Of School Hours

The Co-ordinator will attend meetings of management unless requested not to do so. The Co-ordinator will present a written progress report regarding the running of the centre and will provide information to the Committee to assist in decision making.

An Educator may attend a meeting to raise issues on behalf of all Educators and to provide feedback to them regarding the Committee's decisions. Educators will not be paid to attend a committee meeting as it is not a mandatory requirement of their employment.

Role of the Committee

The Committee is responsible for the ongoing management of the centre. Primarily this involves legal, financial and employment responsibilities. However, the responsibility for the day to day operations of the centre is delegated to the Co-ordinator. The Committee meet in accordance to the constitution.

General ongoing tasks of the Committee include:

- Ensuring the needs of the parent/guardians, children and Educators are met.
- Ensuring the smooth daily operation of the centre.
- Communication of relevant issues.
- Publicity and public relations.
- Development and review of policies in consultation with the Co-ordinator.
- Planning.
- Financial management and administration.
- Ensuring the centre is complying with funding and licensing bodies.
- Employment, supervision and direction of staff, ensuring appropriate industrial awards are adhered to.
- Continued maintenance, repair and replacement of existing equipment.
- Addressing ongoing issues as they arise.

Nominated Management Members (office bearers) can gain access to all centre records, but only in accordance with confidentiality guidelines or when necessary to fulfil their management responsibilities. Confidentiality will be maintained at all levels at all times.

Management committee representatives and members of the association are not to receive payment for any work done for the organisation with the exception of being reimbursed for genuine expenses. All assets and income of the organisation are to be spent on the organisation only. In the event of the organisation being dissolved, the funds that remain after all debts and liabilities have been managed are to be transferred to another organisation that is not carried on for profit or gain of individual members.



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SPECIFIC ROLE OF THE OFFICERS

President

Facilitate the smooth running of the Management Committee.

Set the meeting agenda, which will cover all necessary business.

See that the meeting is properly convened in accordance with the rules of the organisation.

Determine if a quorum is present at meetings.

Chair the meeting, helping to make the meeting enjoyable, efficient and quick. Ensure the agenda is adhered to and that all members have a chance to contribute to the discussion.

Help the meeting come to agreement.

When decisions are made at the meeting, clearly state what the decisions were, who will implement these and ensure this is recorded in the minutes.

Summarise at the end of each meeting so that individuals have a clear understanding of tasks to be performed and decisions made.

Close the meeting only after the business at hand has been properly conducted.

Act as a spokesperson for the committee when necessary.

To encourage interaction between parents and the Committee.

Ensure that the Co-ordinator has updated Parent and Educator Handbooks available.

To be on the interview panel to employ Educators for the centre.

Vice President / Liaison Officer

Perform above duties in the President's absence.

To act as liaison between Educators, parent/guardians, the community and the Committee.

To be a contact person on the Committee for Educators is required, eg. If Educators have issues they wish to seek the Committee's advice on.



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To encourage interaction between Educators, parents and the Committee.

To be on the interview panel to employ Educators for the centre.

Ensure Educators are oriented to their job.

Encourage all Educators to be involved in Educator training.

To be involved with in educator annual evaluation and reviews. Report this information back to the Management Committee.

To participate in the grievance procedure where necessary.

To liaise with the Nominated Supervisor on the suitability and use of volunteers, work experience and practicum placements.

Secretary / Public Officer

Keep records of all business to do with the Committee, including membership records, correspondence and minutes. Ensure there is a copy of minutes from all meetings available at the centre at all times.

Call meetings, giving notice as required under the constitution.

Read and table all incoming and outgoing correspondence.

Deal with this correspondence as decided by the Committee.

Ensure all correspondence relating to Educators is forwarded to them as soon as possible.

Before the meeting, copy, type and distribute the agenda.

Take the minutes of the meeting ensuring it is noted who will be actioning each item.

After each meeting type, copy and distribute the minutes to each member of the committee.

Ensure a minute book is kept, updated and signed by the chairperson at the next meeting.

Be responsible to make statements to the press on behalf of the organisation if required.

To publicise the activities of the organisation.



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To arrange for promotional material such as posters or pamphlets.

Ensure the Co-ordinator produces a newsletter at least once per term.

The Public Officer is responsible for submitting the annual return.

Treasurer

The treasurer is responsible to over see the following tasks which may be delegated as appropriate:

- Over see the financial Management of the centre.
- Ensure that true and proper financial records are kept.
- Plan a budget for financial expenditure in consultation with the Committee and the Co-ordinator.
- Keep records of receipts and payments. Present a written report or income and expenditure statement to the monthly Committee Meetings.
- Ensure an annual audit is carried out.
- Ensure that all government and funding agreement requirements are carried out.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
The Education and Care Services National Law 2010 The Education and Care Services National Regulation 2011	ACECQA Quality area 7: Governance and leadership	<ul style="list-style-type: none"> - Network of Community activities - Department of Education and Communities (DEC) - Department of Fair Trading - Incorporation requirements - Industrial Relations Legislation - Australian Tax Law - Work Health and Safety Legislation - Fair work Australia - Policies and Procedures - Constitution



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UPDATED AND ENDORSED: January 2023

DATE FOR REVIEW AND EVALUATION: January 2028