PARENT MANAGEMENT COMMITTEE ROLES

This procedure supports the Governance and Management Policy

New Lambton District OOSH aims to provide a quality centre ensuring that it operates according to the legal requirements of a managing body. The Management Committee will ensure that decisions are made in a proper way, according to the centre's constitution and in the best interests of the children and the service.

At our service, the best interests of the child are our first and foremost consideration in all decisions and actions.

We are committed to:

Prioritising children's safety, wellbeing, and dignity at all times

Ensuring children are at the centre of all decisions about programs, environments, and routines.

Making choices based on what is best for children, even when other priorities exist.

Creating a safe, inclusive, and supportive environment for every child.

This principle applies to all staff, volunteers, and decisions within our service, every day.

Procedure

a. 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.
b. The management structure will be recorded with the duties clearly described.
c. Members of the committee will consist of parent users of children currently enrolled in our service. Membership of the committee will be opened up to all parents using the service, parents will be actively encouraged to participate.
d. Office bearers will be elected each year at the Annual General Meeting.
e. All committee members will know the requirements regarding the role they have taken on and have a job description issued to them outlining their responsibilities with in their role along with a confidentiality clause that is to be signed upon acceptance of the role.
f. Decisions about the overall operation of the centre will be made at the management committee level. Families and staff will be kept informed about the committee's membership, meetings and decisions and have opportunities to have input into the management of the service.
g. The Nominated Supervisor will attend meetings of management and present a written progress report regarding the running of the centre and will provide information to the committee to assist in making decisions.
h. A staff member may attend a meeting to raise issues on behalf of the staff and to provide feedback to other staff on the committee's decisions.

Role of the committee

a. The committee is responsible for the ongoing management of the centre. Primarily this involves legal, financial and employment responsibilities. The responsibility for the day-to-day operations of the centre however is delegated to the Nominated Supervisor.
b. The committee meets in accordance with the constitution.
c. General ongoing tasks of the committee include:
    - Ensuring the needs of the parents, children and staff are met.
    - Ensuring the smooth daily operation of the centre.
    - Communication of relevant issues.
    - Publicity and public relations.
    - Review of policies.
    - Planning.
    - Financial management and administration
    - Liaison and compliance with funding and licensing bodies.
    - Employment, supervision and direction of staff, ensuring appropriate industrial awards are adhered to.
    - Continued maintenance and repair of the building and equipment where appropriate and in accordance with the school.
    - Addressing ongoing issues as they arise.

d. Nominated management members may gain access to the services records, etc but only in accordance with confidentiality guidelines and when necessary to fulfill their management responsibilities. Confidentiality will be maintained at all levels at all times.

e. At least two of the five Executive Committee Members the Chairperson, Vice chairperson, Secretary, Treasurer and Public Officer will be bank signatories. (Two signatures will be required for each transaction). The Book-keeper will also be a signatory.

f. The Management Committee will make and ratify all decisions pertaining to the management of the centre at quarterly meetings.

g. Where appropriate, sub-committees will be formed to deal with other matters. These committees will present a written report to each ordinary Management Committee meeting. These sub-committees will have a maximum number of six, minimum of three.

h. Special meetings can be called by any committee member/s. They must notify the secretary and the meeting be held as required, at a time suited to all parties. The notification must be in writing, stating the purpose of the meeting, and then signed by the Committee Member/s.

Management Legal Issues:

The management of the service must take responsibility for statutory requirements of operating a legally constituted body. Some of these follow.

- **Incorporation**
  This establishes a legal entity separate from individual members of the association. This means that responsibility for breaches of law lie with the association rather than committee members individually.

- **Taxation**
  Employers are required to withhold tax at prescribed rates to remit to the ATO and account for this monthly. GST records must be kept and reconciled quarterly in the Business Activity Statement.

- **Insurance**
  Many different insurance policies should be considered. Some are compulsory, others simply good practice. Workers Compensation, Public Liability and Directors'/Officers' Liability are held by the Centre.

- **Superannuation**
  All employees who are not contractors must have payments of the prescribed percentage of gross earnings paid by the organisation into an approved fund.

- **Leases/Licences**
  Services using Department of Education's facilities negotiate their lease with the principal, who should work with the Community Use of Schools guidelines.

- **Work Health and Safety**
  Systems must be in place to ensure the health, safety and welfare of all those in the workplace. It is a legal requirement to insure workers in case of work related injury or disease.

- **Employment Practices**

  Staff employed in community based services are covered by the Children's services award 2010 (MA000120). Copies of the appropriate award should be readily available for all staff. Staff should be kept informed of any changes to their award and the flow-on effects to their own situation noted.

- Management delegates the responsibility to the Nominated Supervisor and Bookkeeper for keeping staff up to date regarding relevant legislation and any legislative changes.

- Relevant legislation and any legislative changes will be advertised to parents through termly newsletters and announced at re-enrolment.

Specific roles of each of the delegates are as follows.

President

Skills:
Able to communicate effectively
Able to be available to listen and give advice regarding any concerns and issues raised by the committee, staff or families.
Able to work collaboratively with other committee members
Able to maintain confidentiality on relevant matters
Able to work as part of a team

Appointment:
To oversee the operation of the service and ensure that all members of the service have a chance to play an active part in the committee and that everyone feels informed and included.

Duties:
In relation to the Service in conjunction with the Business Administration Manager and the Centre Co-ordinator:
* To make yourself aware of the constitution, rules and the duties of all executive members of the management committee
* Ensuring that all statutory regulations and the organisation's own rules are observed.
* Staying in touch with what is happening at the service on a regular basis in order to know what to put on the agenda for the next meeting, and in order to follow up on things that were agreed to at the last meeting
* Compiling agendas for the meetings covering all necessary business
* Convening meetings in accordance with the Constitution of the organization
* Allowing for all members to be heard during meetings
* Summarising at the end of every meeting so that individuals have a clear understanding of tasks to be performed and decisions made
* Closing meeting after the business at hand has been properly conducted
* May be a signatory on cheque accounts
* Ensuring that other office bearers are completing their tasks
* Representing the committee at events and meetings
* Liaising with co-ordinator to recruit new committee members before the next AGM

In relation to the Nominated Supervisor/Coordinator:
* Emergency events affecting the service such as weather, break-ins, serious injuries at the Centre.
* Conflicts between staff members
    - An unexpected change in legislation
    - Interviewing staff, if requested by Co-ordinator
    - Meetings with the Nominated Supervisor and parents re serious behavior of a child, a complaint
    - Being informed of new policies

In relation to the Staff:
• Develop a working relationship with the staff at the service to ensure the effective operation of the Service.

Secretary

Skills:
* Able to communicate effectively
* Has good organisational skills
* Able to work collaboratively with other committee members
* Able to maintain confidentiality on relevant matters
* Ability to take minutes, type up and distribute to the committee
* Able to work as part of a team

Appointment:
* The secretary is the key administration officer of the service. The smooth running of the service depends on the efficiency with which the secretary handles the records, correspondence and other communications.

Duties
In relation to the Service in conjunction with the Business Administration Manager and the Centre Co-ordinator:
* Maintaining the Centre's records, including all legal documents such as employment records, constitution, leases, etc
* Maintaining a register of all members and committee members
* Calling meetings and giving required notice for meetings, including the AGM, as required by the Constitution
* Ensuring that correspondence in and out is kept up to date, is available for inspection and presented at management committee meetings
* Communicating regularly with the President to ensure they are informant of any relevant matters arising from correspondence: agenda items and action required
* Recording minutes of all meetings, cross checking for accuracy with President and distributing minutes and action plans properly
* May be a signatory on cheque accounts
* May take on the role of Public Officer

In relation to the Staff:
• Develop a working relationship with the staff at the service to ensure the effective operation of the Service.

Treasurer

Skills:
* Able to communicate effectively
* Able to keep good records and is knowledgeable about financial operations
* Able to work collaboratively with other committee members
* Able to maintain confidentiality on relevant matters
* Ability to take minutes, type up and distribute to the committee
* Able to work as part of a team

Appointment:
* The treasurer oversees the financial administration of the centre and ensures that the centre's financial affairs are conducted correctly and efficiently

Duties
In relation to the Service in conjunction with the Business Administration Manager and the Centre Co-ordinator:
* Planning the budget in conjunction with the management committee and staff
* Authorise a quarterly written statement of Income and Expenditure at committee meetings
* Proposing recommendations regarding expenditure of finances
* Ensuring all appropriate Insurance Policies are current and are reviewed annually
* Authorise the online payment of wages to staff
* Authorise online the payment of invoices
* Authorise the cheque requisitions of all receipts and payments
* Ensuring that all financial records are maintained and stored in a secure location
* To ensure that all tasks have been completed according to centre policies and procedures

In relation to the Staff:
• Develop a working relationship with the staff at the service to ensure the effective operation of the Service.

Vice President

Skills:
* Able to communicate effectively
* Able to be available to listen and give advice regarding any concerns and issues raised by the committee, staff or families
* Able to work collaboratively with other committee members
* Able to maintain confidentiality on relevant matters
* Able to work as part of a team

Appointment:
* To shadow the President of the Management Committee and be available as a back up person to the President in order to oversee the operation of the service and ensure that all members of the service have a chance to play an active part in the committee and that everyone feels informed and included.

Duties
In relation to the President:
* Be able to raise concerns with the President when they arise
* In the event of the President being unable to fulfill his/her duties, to step into that role (see above)
* In the absence of the president, chair Committee Meetings ensuring that they are run efficiently and effectively
* Assist the President in deciding which matters are dealt with by the Executive, full Committee and delegated to Committees
* Other duties as nominated by the President and/or Committee

In relation to the Service in conjunction with the Business Administration Manager and the Centre Co-ordinator:
- To make yourself aware of the constitution, rules and the duties of all executive members of the management committee
- Ensuring that all statutory regulations and the organization's own rules are observed
- Staying in touch with what is happening at the service on a regular basis in order to know what to put on the agenda for the next meeting, and in order to follow up on things that were agreed to at the last meeting
- Compiling agendas for the meetings covering all necessary business
- Convening meeting in accordance with the Constitution of the organization
- Allowing for all members to be heard during meetings
- Summarising at the end of every meeting so that individuals have a clear understanding of tasks to be performed and decisions made *(in the absence of the President)*
- Closing meeting after the business at hand has been properly conducted *(in the absence of the President)*
- May be a signatory on cheque accounts
- Ensuring that other office bearers are completing their tasks
- Representing the committee at events and meetings

In relation to the Staff:
• Develop a working relationship with the staff at the service to ensure the effective operation of the Service.

Staff Liaison Officer

Skills:
- Able to communicate effectively
- Able to work collaboratively with other committee members
- Able to maintain confidentiality on relevant matters
- Able to work as part of a team

Appointment:
The Staff Liaison Officer acts as a contact person between the staff and committee.

Duties In relation to the Service:
- Develop a sound understanding of the daily operation of the service.
- Complete all delegated tasks.
- Attend all quarterly committee meetings and the AGM to ensure the successful operation of the service.
    - Act as a Liaison person between the staff, parents, school, the community and the committee.
    - person Be a contact person on the committee for staff if required, eg if need to inform them of their absence, issues or problems that they wish to seek the committee's advice on.
    - Be on the sub-committee to employ staff for the centre.
    - Be involved in staff evaluation and review if necessary.
    - Participate in the grievance procedure where necessary.

In relation to the Staff:
- Develop a working relationship with the staff at the service to ensure the effective operation of the Service

Considerations

Name	Reference
Education and Care Services National Regulations	168, 232, 233, 234, 235, 236
National Quality Standard	7.1 7.2
Other NLDOOSH policies/ documentation	Confidentiality Policy Governance and Management Policy
Other	

Procedure status

Policy developed	November 2006
Last reviewed	October 2026
Due for review	April 2028
Policy owned by	Centre Coordinator