

# President Job Description

Created: President 2022  
Reviewed: President 2024

## 1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren’s safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

## 2. POSITION PURPOSE

To lead and support all members of the CoM in the running of the organisation. The President is a member of the Executive Subcommittee and as such is required to become an Approved Provider as defined by the National Quality Framework (NQF).

## 3. KEY ATTRIBUTES OF THE ROLE

No prior knowledge or experience is required for this role. It is suitable for someone with basic computer skills who is able to attend Committee of Management meetings on a monthly basis. Support in all areas of kindergarten management is available from Early Learning Association Australia (ELAA)

## 4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	COMMITTEE OF MANAGEMENT
<b>Activities</b> <ul style="list-style-type: none"> <li>● Coordinate and chair monthly CoM meetings</li> <li>● Be familiar with regulations (including the constitution and policies) relating to the operation of the kindergarten</li> <li>● Represents the CoM (who is the Approved Provider of the service) and is listed as a Person with Management and Control of a service (PMC).</li> <li>● Knows all Committee members and their various roles and duties, fulfilling tasks where gaps emerge</li> <li>● Oversee and delegate responsibilities where appropriate</li> <li>● Represents the CoM as the Head of Organisation for the Reportable Conduct Scheme (see Commission for Children and Young People/CCYP)</li> <li>● Meets with DE, ELAA and other organisations as required</li> <li>● Supports Vice President with employee management and development, including staff recruitment and schedules</li> <li>● Attend Executive Subcommittee meetings as required</li> <li>● Ensure decision making is properly recorded</li> <li>● Present annual report at AGM</li> <li>● Undertakes any further requirements as they arise</li> </ul>	

Key Responsibility:	QUALITY IMPROVEMENT PLAN
<b>Activities</b> <ul style="list-style-type: none"> <li>● Become familiar with and oversee the SPK Quality Improvement</li> <li>● Support staff and COM in developing and implementing the QIP goals</li> <li>● Develop mechanisms for the kindergarten to seek feedback/ideas from external sources, e.g. local kinder networks</li> <li>● Ensure that the QIP is regularly reviewed and updated and that systems are in place to ensure that this occurs.</li> <li>● Keep CoM informed about QIP priorities, areas for improvement, actions required, etc.</li> <li>● Prepare SPK for future assessments under the National Quality Framework and promote the QIP within the kinder community as an ongoing and continual process</li> </ul>	

Key Responsibility:	POLICIES MANAGEMENT
Oversee updates (follow templates and update schedule) and manage the following policies <ul style="list-style-type: none"> <li>● Determining Responsible Person Policy</li> </ul>	

Key Responsibility:	GENERAL
Activities	
<ul style="list-style-type: none"><li>● Lead strategic planning for the kindergarten</li><li>● General management of business matters within the kindergarten</li><li>● Lead consultation with parents on significant changes to SPK</li><li>● Recruitment in association with Vice-President &amp; Teachers</li><li>● Undertake staff reviews at least annually</li><li>● Member of Complaints &amp; Grievance Subcommittee as needed</li><li>● Keep abreast of ACEQCA amendments and update NQF manual as needed</li><li>● Prepare a brief report for quarterly newsletter</li></ul>	