

Secretary

Job Description

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 assist with administration of the Committee of Management (CoM) and to act in the capacity of Public Officer for the kindergarten. The Secretary is a member of the Executive Subcommittee.

3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- can manage administrative tasks and various communications and reporting requirements; and
- has basic computer skills (Microsoft Office) and can attend the monthly CoM meetings.

4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	ADMINISTRATION & REPORTING
Activities	
<ul style="list-style-type: none"> ▪ Organise and manage Committee of Management paperwork including: <ul style="list-style-type: none"> ▪ CoM contact list ▪ ACEQCA forms for Executive committee ▪ CoM induction forms ▪ Organise and manage monthly CoM meetings including: <ul style="list-style-type: none"> ▪ Preparing agendas, recording minutes and action items ▪ Organise and manage Executive Subcommittee meetings as required ▪ Organise CoM handover meeting at the conclusion of the year ▪ Complete annual minutes summary / key CoM decisions document ▪ Send out Welcome Packs to incoming families 	

Key Responsibility:	TRANSITION MORNING EVENT
Activities	
<ul style="list-style-type: none"> ▪ Publicise the Transition Morning Event to new parents ▪ Manage the incoming families & CoM attendance list ▪ Confirm indoor and outdoor activity stations with teachers ▪ Coordinate CoM table – JDs, casual chat, sign up sheets 	

Key Responsibility:	ANNUAL GENERAL MEETING
Activities	
<ul style="list-style-type: none"> ▪ Publicise the AGM to current and new parents ▪ Send out CoM role descriptions to parents for the election of new CoM ▪ Prepare agenda and ensure all speakers are aware of official AGM reporting requirements ▪ Coordinate the event including agenda, catering, presents, equipment, attendance list 	

Key Responsibility:	POLICIES MANAGEMENT
Oversee updates (follow templates and update schedule) and manage the following policies	
<ul style="list-style-type: none">▪ Dealing with Infectious Diseases Policy▪ Interactions with Children Policy▪ Relaxation and Sleep Policy▪ Participation of Volunteers and Students Policy	