President
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 lead and support the Committee of Management (CoM) in the effective governance, compliance and strategic direction of Summerhill Park Kindergarten.
- To act as the Approved Provider representative and Person with Management and Control (PMC) under the National Quality Framework (NQF), ensuring all legal, financial and operational obligations are met.
- The President is a member of the Executive Subcommittee and serves as the Head of Organisation under the Reportable Conduct Scheme.

3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Has strong leadership, organisational and communication skills.
- Can facilitate meetings, delegate responsibilities and lead collaboratively.
- Is confident liaising with educators, families, regulatory bodies and community partners.
- Can attend monthly CoM meetings, either in person or via video call, as this role forms part of the kindergarten's governance and decision-making process.

4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	LEADERSHIP AND GOVERNANCE

Activities

- Chair monthly CoM meetings, ensuring clear agendas, informed discussion, accurate records.
- Represent the CoM as the Approved Provider and Person with Management and Control under NQF legislation.
- Serve as the Head of Organisation under the Reportable Conduct Scheme, ensuring appropriate reporting and oversight.
- Lead the Executive Subcommittee and provide direction across all CoM portfolios.
- Support the Vice President, Treasurer, and Secretary in managing staffing, financial and governance responsibilities.
- Liaise with external organisations such as the Department of Education (DE), ELAA, and other sector networks.
- Oversee compliance with all legislative, regulatory and funding requirements.
- Participate in the Complaints and Grievances Subcommittee when required.
- Lead annual and long-term strategic planning for the kindergarten.
- Prepare and present the Annual Report at the AGM and ensure a smooth transition to the incoming Committee.

Key Responsibility:	QUALITY IMPROVEMENT AND COMPLIANCE OVERSIGHT

Activities

- Maintain governance-level accountability for the kindergarten's Quality Improvement Plan (QIP), working in partnership with the Quality Improvement Officer and Nominated Supervisor.
- Support the Quality Improvement Officer and Vice President by ensuring adequate time and resources are allocated for QIP development and reflection.
- Review QIP progress reports and ensure updates are discussed at CoM meetings.
- Ensure improvement priorities are embedded in strategic planning and policy review.
- Lead governance-level preparation for Assessment and Rating, ensuring compliance and confidence in presenting outcomes.
- Promote a culture of reflection, transparency and continuous improvement across the organisation.

This role works collaboratively with other Committee members, educators and staff to ensure Summerhill Park Kindergarten operates as a cohesive, safe and high-quality service.

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Key Responsibility:	PEOPLE AND COMMUNITY ENGAGEMENT

- Lead consultation with families and staff on significant service changes or strategic initiatives.
- Support the Vice President in staff recruitment, performance reviews and professional development.
- Represent SPK in the community and maintain strong relationships with partner organisations and local networks.
- Foster a transparent, inclusive and respectful culture between the CoM, educators and families.
- Oversee key communications, including the President's Update and other messaging, in collaboration with the Secretary, Vice President and Marketing & Communications Officer to ensure they are consistent and community-focused.

Key Responsibility:	POLICIES MANAGEMENT

Oversee updates (follow templates and update schedule) and manage the following policies

- Determining Responsible Person Policy
- Other governance and leadership policies as directed during the annual review cycle

Support, training and advice are available through the Early Learning Association Australia

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