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 support the President and Committee of Management (CoM) by managing administration, governance records and official correspondence.
- To act as Public Officer for Summerhill Park Kindergarten, ensuring the kindergarten's records and reporting obligations are accurate and up to date.
- As a member of the Executive Subcommittee, the Secretary is required to become an Approved Provider under the National Quality Framework (NQF).

3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Is organised, detail-oriented and confident managing documentation and correspondence.
- Has basic computer skills (Microsoft Office or Google Workspace).
- Can attend monthly Committee of Management 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:	GOVERNANCE ADMINISTRATION AND REPORTING

Activities

- Prepare and distribute agendas, minutes and action lists for CoM and Executive meetings in collaboration with the President.
- Maintain the CoM contact list, induction forms and ACECQA documentation for Executive members.
- File approved minutes, correspondence and reports in the shared drive, maintaining version control and document integrity.
- Coordinate annual CoM handover, ensuring continuity and accurate record transfer.
- Prepare and circulate the annual summary of key CoM decisions.
- Support the President in maintaining governance records for external agencies (DE, ELAA, ACNC).
- Work collaboratively with the President, Vice President and Quality Improvement Officer to ensure meeting records align with policy, QIP and compliance priorities.

Key Responsibility:	COMMUNICATION AND ENGAGEMENT

Activities

- Manage correspondence between the Committee of Management, staff and external organisations, ensuring messages are professional, accurate and timely.
- Coordinate and distribute information to new families about committee roles and opportunities for involvement.
- Work with the President and Nominated Supervisor to ensure AGM and Transition communications are accurate and aligned with governance timelines.
- Send Welcome Packs to incoming families ahead of the Orientation.

Key Responsibility:	TRANSITION MORNING AND ANNUAL GENERAL MEETING (AGM)

Activities

- Lead the overall organisation of the Transition Morning and AGM each year.
- Promote both events to current and incoming families, ensuring clear communication and engagement.
- Manage attendance lists for families, educators and Committee members.
- Ensure all participants understand their roles and responsibilities for each event.
- Prepare the AGM agenda and presentation materials in consultation with the President
- Record and file AGM minutes, maintaining accurate records for statutory lodgements.
- Coordinate event logistics, including Committee information displays, presentation materials, gifts and other required resources.

Key Responsibility:	POLICIES MANAGEMENT

Activities

- Dealing with Infectious Diseases Policy
- Interactions with Children Policy
- Relaxation and Sleep Policy
- Participation of Volunteers and Students Policy

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

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.