

A-15 Roles of Management

Epping Heights OSHC.

NQS

QA. 4.1.2	Continuity of staff.
QA. 6.1.1	Engagement with the service.
QA. 6.2.3	Community engagement.
QA. 7.1	Governance.
QA. 7.1.1	Service philosophy and purpose.
QA. 7.1.2	Management systems.
QA. 7.2.1	Continuous improvement.
QA. 7.2.2	Educational leadership.
QA. 7.2.3	Development of professionals.

National Regulations

Reg. 168	Education and care service must have policies and procedures
Reg. 170	Policies and Procedures to be followed
Reg. 171	Policies and Procedures to be kept available
Reg. 181	Confidentiality of records kept by approved provider
Reg. 229	Register of approved providers
Reg. 253	Information kept by approved provider

My Time, Our Place

L.O 2	Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
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POLICY STATEMENT

We aim to provide a quality Centre and will ensure that we operate according to the legal requirements of a managing body. The Management will ensure that decisions are made in a proper way, taking into consideration the Centre's philosophy, according to the Centre's constitution and in the best interests of the service.

RELATED POLICIES

- Epping Heights OSHC Policy A-3: Philosophy
- Epping Heights OSHC Policy A-11: Maintenance of Records
- Epping Heights OSHC Policy A-12: Policy Development and Review
- Epping Heights OSHC Policy A-16: Financial Management
- Epping Heights OSHC Policy A-17: Privacy and Confidentiality
- Epping Heights OSHC Policy A-18: NQF
- Epping Heights OSHC Policy B-1: Facility Management and Security
- Epping Heights OSHC Policy B-2: Building Equipment Repairs and Maintenance
- Epping Heights OSHC Policy C-1: Educator Recruitment and Selection

PROCEDURE

The Management Committee 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, in collaboration with external administrative services.

The external administrative service will liaise with both the Centre Co-ordinator and the Management Committee,

The Management Structure will be recorded with the duties clearly described.

Members of the committee will consist of parent users.

The opportunity to be an elected member of the Management Committee will be open to all parents using the service.

Office bearers will be elected each year at the Annual General Meeting.

All committee members will know or endeavour to make themselves aware of the requirements regarding:

Management structure, roles, and duties

Constitution

Centre's philosophy and goals

Policies and Procedures

Funding and operational agreements

Current legislation and regulations

Meetings

Financial requirements

Employment responsibilities

Existing members are encouraged to offer support to new incoming members.

Membership of the Management Committee will be open to all parents using the service.

Parents will be encouraged to participate. (QA. 6.1.1)

Decisions about the overall operation of the Centre will be made at the Management Committee level. Parents and educators will be kept informed about the committee's membership, meetings and decisions as well as have opportunities to provide input in the management of the service.

The Nominated Supervisor will attend meetings of the Management and present a progress report regarding the running of the Centre and will provide information to the committee to assist in making decisions.

In addition to this, educators may attend the meeting to raise issues on behalf of the educators and to provide feedback to other educators on the committee's decisions. The attendance of educators may only be accepted should the information being discussed not breach and Privacy or Confidentiality laws or requirements. (Policy A-17: Privacy and Confidentiality). In instances such as these, the Management Committee may choose to listen to the educators and discuss the particular issue, and then once this is resolved or discussed, ask the educators to leave the meeting. Any educators who choose to attend the meeting should be briefed on this requirement by the Centre Coordinator.

Role of the Management Committee

The committee is responsible for the ongoing management of the Centre. Primarily this involves legal, financial and employment responsibilities.

The responsibility of day-to-day operations of the Centre however is delegated to the Nominated Supervisor.

The committee meets in accordance with the Constitution.

- 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.
- Appointing and monitoring the performance of the Nominated Supervisor through yearly Educator Appraisal Meetings (see QA. 7.2.3)
- Communication of relevant issues
- Publicity and public relations
- Development and review of policies (see Policy A-12: Policy development and review)
- Ensuring the Centre operates in line with its policies.
- Financial management and administration
- Liaison and compliance with funding and licensing bodies

- Employment, supervision, and direction of educators, ensuring the adherence to appropriate industrial awards.
- Continued maintenance and repair of the building and equipment
- Addressing ongoing issues as they arise
- Providing a duty of care to educators through a commitment to the current WHS regulations. (See Policy D-28: Workplace Health and Safety)
- Medium and long-term planning for the perceived best result for the educators, parents, and children of the centre.

Nominated management members may gain access to the service records, etc but only in accordance with confidentiality guidelines (see Policy A-17: Privacy and Confidentiality) and when necessary to fulfil their management responsibilities. Confidentiality will be maintained at all levels at all times.

Specific roles of the Officers

President

- Facilitate smooth running of the Management Committee.
- Will liaise with Management to discuss any issues arising and to be up to date with any events occurring at the Centre.
- Ensuring that the Centre Constitution, policies, and statutory regulations are observed.
- Set the meeting agenda, in consultation with the Centre Coordinator and committee Secretary, ensuring all necessary business is covered.
- See that meeting is properly convened in accordance with the rules of the organisation.
- Determine if a quorum is present at meetings.
- Chair the meeting, helping to make the meeting enjoyable, efficient, and quick.
- Ensure the agenda is adhered to and that all members have a chance to contribute to the discussion
- Helping the meeting come to agreement
- Acting as a final decision maker when votes are tied.
- When decisions are made, clearly state what the decisions were, who will implement these and by when, ensuring they are recorded in the minutes.
- Summarise at the end of every meeting so that individuals have a clear understanding of tasks to be performed and decisions made.

- Close the meeting only after the business at hand has been properly conducted.
- Ensuring minutes for the previous meeting are confirmed and seconded by committee members/members of the association at each meeting. Speaking on behalf of and representing the service within the broader community.
- Liaise with the Nominated Supervisor as required.
- Acts where appropriate as a liaison between the Centre and school management on issues that affect both communities, working towards a harmonious working relationship between the two.

Vice President

Perform the above duties in the President's absence and to assist the President in performing their tasks.

Secretary

- Keep records of all business to do with the committee, including membership records, correspondence, and minutes. (See Reg. 181)
- Keep a register of all committee members in accordance with the Associations Incorporation Act NSW (2009)
- Call meetings, giving notice as required under the constitution.
- Read and table for the meeting all relevant incoming and outgoing correspondence.
- Deal with this correspondence as decided by the committee.
- Ensure that all correspondence relevant to the educators is forwarded to them as soon as possible
- Before each meeting, organise a venue and type and distribute the agenda
- Take the minutes for the meeting in a professional manner, ensuring no breaches of Privacy and confidentiality by removing names from Minuted discussions. (See Policy A-17: Privacy and Confidentiality)
- After each meeting, copy and distribute the minutes to the members of the committee, the Administrative Services Provider and the Nominated Supervisor ensure the meeting minute's folder is kept and updated and signed by the president at next meeting.
- Ensure the minutes are kept updated and accepted/seconded at each meeting.

Treasurer

This role stands in consultation with the Administrative Service Providers and therefore the following tasks may be delegated as appropriate.

- Oversee the financial management of the Centre.
- Ensure that true and proper financial records are kept
- Assist in the review and approval of budgets in consultation with management committee and administrative body for financial expenditure
- Ensure the prompt payment of accounts in conjunction with the administrative body.
- Keep records of receipts and payments
- Arrange for the banking of monies as soon as possible
- Approve educator wages and oversee the maintenance of wage records by the administrative body in compliance with the Children's Services Award (2010)
- Ensure correct taxation procedures are followed by the administrative body. Allocation of petty cash allowance to the Centre
- Allocation of card account allowance to the Centre.
- In conjunction with the administrative service present a written report and Income/Expenditure Statement to the committee at termly meetings
- In conjunction with the Management Committee, review the written report and income and expenditure statement provided by the administrative body at Committee meetings.
- Ensure an annual independent external audit is carried out.
- Review the annual financial statements and auditors report presented by the administrative body at the AGM.
- Ensure that all government and funding agreement requirements are carried out.

In addition to roles of the Office bearers, the Management Committee may also have several other members who may or may not have delegated specific responsibilities.

Public Officer

- To make statements to the press on behalf of the organisation
- To publicise the activities of the organisation
- To arrange for promotion materials such as posters, pamphlets, newsletters etc
- The Committee should appoint a Public Officer to be responsible for submitting the Annual Returns.

Note: There is no requirement for the Public Officer to be on the Management Committee; however, they should attend meetings for consistency.

Liaison Officer

- To act as the liaison person between the staff, parents, school, committee, and the wider community. (See Q.A. 6.2.3)
- To be a contact person on the committee, for staff if required, e.g., if need to inform them of their absence, issues, or problems that they wish to see the Committee advice on.
- To encourage interaction between staff, parents, and the committee.
- To assist in employing staff for the Centre.
- To ensure new staff are oriented into their job (See Q.A. 4.2.2).
- To encourage staff and committee to undertake appropriate training courses available.
- To be involved in Educator evaluation and review (See Q.A 7.2.3)
- To participate in grievance procedure where necessary. (See Policy C-7: Grievance Procedures)
- To ensure the staff and family handbooks are updated and available.
- To liaise with Centre Coordinator on the suitability and use of volunteers, work experience and practicum placements.

Fund Raising Officer

- To arrange fund raising activities, either directly or by delegation.
- For coordinating and overseeing fund raising efforts
- To be responsible for ensuring that fund raising money is collected and given to the treasurer or Administrative Service Provider for banking.

Public Officer

Responsible for submitting Annual Returns. There is no requirement for the Public Officer to be on the Management Committee, however they should attend meetings for consistency.

Other roles include:

Vice President

Assistant Secretary

Assistant Treasurer

Sub-committees, formed as required.

All responsible for supporting and performing the above duties in the event of absence.

SOURCES

- Education and Care Services National Regulations (2011)
- Education and Care Services National Law Act (2010)
- Children's Services Award (2010)
- Commonwealth Privacy Act 1988
- Community Early Learning Australia – Governance and management policy
- Associations Incorporation Act NSW (2009)
- Australian Children's Education and Care Quality Authority – Provider Approval Information Sheet.
- NSW Fair Trading Model Rules for Incorporated Associations
- Safe Work Australia Act (2008)
- Legislative extracts for approval and continued approval under the Family Assistance Law
- Network of Community Activities Factsheet – 'Approved Provider (Management Committee)'
- Children and Young Persons (Care and Protection) Act (1998)
- Health Records and Information Privacy Act (2002)
- Public Health Act (1991)
- Office of the Children's Guardian -Working with Children Check NSW

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