

JOIN OUR 2023 COMMITTEE



All positions available

EXECUTIVE COMMITTEE

President

Provides leadership to the Committee/Pre-School community and oversees, delegates and coordinates Committee activities to ensure that all functions of the Committee are carried out.

Vice President

Manages the compliance requirements for the Pre-School, in conjunction with a paid Compliance Officer, and supports the President in functions of leadership and coordination.

Treasurer

Responsible for the financial administration of the preschool, with support from a paid bookkeeper. This includes regular administrative activities to arrange & authorise payments, ensure full collection of fees, and review monthly financial reports and annual budget.

Secretary

Supports the Committee in an administrative capacity, including coordinating Committee meeting documentation, collecting and distributing mail and drafting various communications.

GENERAL COMMITTEE

IT Coordinator

Responsible for all Pre-School technology, manages the website, and maintains the asset register.

Maintenance Coordinator

Responsible for the general maintenance and upkeep of building, grounds and equipment. Coordinates working bees.

Enrolments Coordinator

Supports the Pre-School's enrolment process with Bayside Council and coordinates the Open Day.

Grants & Sponsorship Coordinator

Obtains additional funding for the Pre-School through grant applications and support from local businesses.

Marketing & Events Coordinator

Coordinates non-fundraising events such as the annual disco evening & movie night, and prepares marketing materials for the Pre-School.

Fundraising Coordinator

Organises fundraising events and activities throughout the year, assisted by the broader Committee and non-Committee volunteers.

Communications Coordinator

Develops communications plan for kinder, and drafts and distributes regular communications to families including operational updates, fundraising and events.

Assisting (non-Committee) roles

These roles are ideal for families who may not have the capacity to join the Committee, yet still want to contribute to the running of the kinder. Examples may include assisting with organising a fundraising activity, completing a maintenance task, or contributing as a one-off or in a project role in an area of personal expertise (HR, finance etc).

