



Document Name: Role of the Committee of Management

Document ID: PP-0029-1.1

Changes in this version are highlighted in yellow

The Committee of Management

The Committee of Management ("the Committee") is elected at each Annual General Meeting and is responsible for overseeing the operation and management of services at the Range Children's Centre ("TRCC"). The Committee may consist of parents, community and council representatives, as permitted by the Constitution. The Committee of Management shall consist of four Office Bearers (President, Vice President, Treasurer and Secretary) and up to six general members.

General Roles and Responsibilities of the Committee

The Committee as a whole will be responsible for:

- Developing policies for TRCC.
- Planning & implementing plans & activities.
- Employing, reviewing and dismissing staff, as required.
- Planning and management of TRCC's finances including setting fees & preparing and maintaining financial budgets.
- Maintaining all necessary records and making these available where required.
Records will include:
 - Meeting minutes;
 - Monthly Financial reports;
 - Budgets;
- Encouraging participation of membership and maintaining open communication with all stakeholders of TRCC.
- Liaising with community organisations and developing community networks.
- Liaising with relevant local, state and federal organisations in relation to funding and legal requirements.
- Ensuring the Constitution and Code of Conduct are on display at all times.
- Appointing sub-committees and delegating powers to these sub-committees as appropriate.
- Be familiar with the Mission and Philosophy of TRCC (PP-0001).

Responsibilities of Office Bearers

The Committee shall elect the Office Bearers at the first meeting following the Annual General Meeting. The Office Bearers will also be referred to as the Executive Committee, and shall consist of a President, Vice President, Treasurer and Secretary. The responsibilities of each of these positions are outlined below.

a) President

The role of the president is to ensure that the Committee is fulfilling its duties. Specific tasks and responsibilities of the President include:



- To read & be familiar with all correspondence with the Committee;
- Ensuring a quorum is present at each Committee meeting;
- Chair all Committee meetings and encourage all members to participate in discussions.
- Keep discussions relevant and ensure the agenda is followed and kept to time.
- Clarify and summarise decisions made and to ensure all motions are moved and seconded.
- Close each meeting and confirm the next meeting date.
- Be a signatory for bank accounts and financial statements.
- Support staff.
- Ensure open communication with all stakeholders of TRCC is maintained.

b) Vice President

The role of the Vice President is to assume the role of President in their absence and to support the President in their workload.

c) Treasurer

The role of the Treasurer is to ensure accurate financial management of TRCC is maintained. Specific tasks and responsibilities of the Treasurer include:

- Be familiar with all aspects of TRCC's finances and financial systems.
- Preparing a budget for TRCC in conjunction with the President.
- Ensure that all moneys due to TRCC are received and all payments made.
- Ensure that correct accounts and books showing the financial affairs of TRCC are kept.
- Present the monthly financial report at each Committee Meeting.
- Present the annual audited report at the Annual General Meeting.
- Be a signatory to bank accounts.
- Ensure that signatory forms are kept updated and sent to the bank.

d) Secretary

The role of the secretary is to keep accurate records and deal with all correspondence and general coordination of communication with the Committee to its members. Specific tasks and responsibilities of the Secretary include:



- Arranging an Agenda for each Committee meeting in conjunction with the members.
- Ensuring each member of the Committee receives the minutes of the previous meeting and an agenda for the next meeting during the week prior to that meeting.
- Read and be familiar with all incoming & outgoing correspondence.
- Ensure all correspondence is attended to.
- Ensure minutes are kept on file & made available to staff and parents.
- Arrange to replace self when unable to attend a meeting.
- Be a signatory to bank accounts.
- Liaise with various government bodies and be a contact person and signatory for the relevant organizations: DEECD, DEEWR, Consumer Affairs.
- Prepare and assign relevant tasks in relation to the Annual General Meeting.



Links to other policies

- Confidentiality and privacy (PP-0035)
- Mission and Philosophy (PP-0001)
- Committee Member Declaration (FR-0001)
- Grievance and complaints management
- Constitution
- Terms of Reference: Committee of Management (PP-0030)

Policy Created Date: 14/06/2011

Authority Level		Signature	Date
TRCC Director	Name: Nellie Shore		14/6/2011
Committee Member	Name: Michelle Herdick Position: President		5/7/11

Policy Review Date: 14/06/2012