

EHOOSH MANAGEMENT COMMITTEE

POSITION DESCRIPTION - PRESIDENT

The volunteer President within the Eastwood Heights Out of School Hours (EHOOSH) Management Committee is both a general and executive committee position. The role of President is vital to the efficient and effective operation of OOSH and the provision of a high quality service to the families of Eastwood Heights Public School.

This position description endeavours to capture the key skills required of the position holder and the tasks for which the position holder is responsible.

As with all committee members, the President will be required to comply with the EHOOSH Management Committee Code of Conduct at all times.

Skills

- Ability to demonstrate leadership
- Ability to address conflicts as they arise
- Able to work collaboratively with other team members
- Able to communicate effectively and respectfully verbally and in writing
- Ability to chair meetings

Responsibilities

- Communicating regularly with the secretary, vice president and other committee members to ensure they are informed of any relevant matters arising from correspondence agenda items and action required (ongoing – 1 hour per year)
- Communicate regularly with OOSH staff for leadership, problem solving and service development
- Regular attendance at meetings
- Act as chair person of committee meetings and ensure that contributions from all members are heard and discussed
- Allocate specific tasks to Committee members at a meeting or via email
- Develop a working relationship with the staff at the service to ensure the effective operation of the Service
- Ensure that all tasks have been completed according to centre policies and procedures
- Ensure that all committee members are meeting their responsibilities in their roles
- Deal with any matters relating to conduct if they arise
- Maintain confidentiality in relation to all committee and centre matters and respect the established confidentiality processes of the Centre
- Act as a signatory to financial accounts if required
- Involvement in recruitment of staff, as required

POSITION DESCRIPTION - Vice President

The volunteer Vice President within the Eastwood Heights Out of School Hours (EHOOSH) Management Committee is both a general and executive committee position. The role of Vice President is vital to the efficient and effective operation of OOSH and the provision of a high- quality service to the families of Eastwood Heights Public School.

This position description endeavours to capture the key skills required of the position holder and the tasks for which the position holder is responsible.

As with all committee members, the Vice President will be required to comply with the EHOOSH Management Committee Code of Conduct at all times.

Skills

- Ability to demonstrate leadership
- Ability to address conflicts as they arise
- Able to work collaboratively with other team members
- Able to communicate effectively and respectfully verbally and in writing
- Ability to chair meetings

Responsibilities

- Assist President as directed and perform the Presidents role in absence (as below)
- Assist the Fundraising Coordinator with events
- Communicating regularly with the secretary, and other committee members to ensure they are informed of any relevant matters arising from correspondence agenda items and action required (ongoing – 1 hour per year)
- Communicate regularly with OOSH staff for leadership, problem solving and service development
- Regular attendance at meetings
- Act as chair person of committee meetings and ensure that contributions from all members are heard and discussed
- Allocate specific tasks to Committee members at a meeting or via email
- Develop a working relationship with the staff at the service to ensure the effective operation of the Service
- Ensure that all tasks have been completed according to centre policies and procedures
- Ensure that all committee members are meeting their responsibilities in their roles
- Deal with any matters relating to conduct if they arise
- Maintain confidentiality in relation to all committee and centre matters and respect the established confidentiality processes of the Centre
- Act as a signatory to financial accounts if required
- Involvement in recruitment of staff, as required

POSITION DESCRIPTION – Public Officer

The volunteer Public Officer within the Eastwood Heights Out of School Hours (EHOOSH) Management Committee is both a general and executive committee position. The role of Public Officer is vital to the efficient and effective operation of OOSH and the provision of a high quality service to the families of Eastwood Heights Public School.

This position description endeavours to capture the key skills required of the position holder and the tasks for which the position holder is responsible.

As with all committee members, the Public Officer will be required to comply with the EHOOSH Management Committee Code of Conduct at all times.

Skills

- Able to communicate effectively
- Able to keep good records and is knowledgeable about financial operations.
- Able to work collaboratively with other committee members
- Able to maintain confidentiality on relevant matters
- Ability to take minutes, type up and distribute to the committee
- Able to work as part of a team

Responsibilities

- Notifying the NSW Office of Fair Trading of any changes in the association and of its financial position by lodging a variety of documents with the Office of Fair Trading. Forms for this purpose can be downloaded from: http://www.fairtrading.nsw.gov.au/About_us/Our_services/Forms/Associations_forms.html
- Notifying NSW Fair Trading of any change in the association's official address within 28 days.
- Collecting all association documents from former committee members and delivering the documents to the new committee member
- Returning all association documents to a committee member within 14 days, upon vacating office.
- The Public Officer is also the primary contact between the service and the Office of Fair Trading.
- Notifying the Department of Education and Communities (Regulatory Authority) of any changes to information about the Approved Provider or change of contact details. The form for this purpose can be downloaded from: http://acecqa.gov.au/storage/1-PA08_
- Being the automatic signatory for the association, however, not automatically a signatory to the associations bank account.
- Maintain the committee member folder and bring to all meetings.
- Develop a working relationship with the staff at the service to ensure the effective operations of the Service.

EHOOSH MANAGEMENT COMMITTEE

POSITION DESCRIPTION - SECRETARY

The volunteer Secretary within the Eastwood Heights Out of School Hours (EHOOSH) Management Committee is both a general and executive committee position. The role of Secretary is vital to the efficient and effective operation of OOSH and the provision of a high quality service to the families of Eastwood Heights Public School.

This position description endeavours to capture the key skills required of the position holder and the tasks for which the position holder is responsible.

As with all committee members, the Secretary will be required to comply with the EHOOSH Management Committee Code of Conduct at all times.

Skills

- Ability to take minutes, type and distribute to the committee
- Able to work collaboratively with other team members
- Able to communicate effectively and respectfully verbally and in writing
- Good organisational skills

Responsibilities

- Maintain a register of all EHOOSH Committee members, including executive positions (ongoing – 1 hour per year)
- Calling meetings and giving required notice for meetings, including the Annual General Meeting, as required by the constitution (twice each term – 20 minutes per term)
- Communicating regularly with the President to ensure they are informed of any relevant matters arising from correspondence agenda items and action required (ongoing – 1 hour per year)
- Recording minutes of all meetings, cross checking for accuracy with the President and distributing minutes and action logs within 10 working days of the meeting (each meeting – 1 hour in addition to meeting time)
- Regular attendance at meetings
- Any specific tasks allocated by the Committee at a meeting
- Develop a working relationship with the staff at the service to ensure the effective operation of the Service
- Ensure that all tasks have been completed according to centre policies and procedures
- Maintain confidentiality in relation to all committee and centre matters and respect the established confidentiality processes of the Centre

DRAFT POSITION DESCRIPTION - TREASURER

The volunteer Treasurer within the Eastwood Heights Out of School Hours (EHOOSH) Management Committee is both a general and executive committee position. The role of Treasurer is vital to the efficient and effective operation of OOSH and the provision of a high quality service to the families of Eastwood Heights Public School.

This position description endeavours to capture the key skills required of the position holder and the tasks for which the position holder is responsible.

As with all committee members, the Treasurer will be required to comply with the EHOOSH Management Committee Code of Conduct at all times.

Skills

- Demonstrated knowledge of financial operations (accounting skills are preferable)
- Able to keep relevant and accurate financial records and provide reports in simple, everyday language to the Committee
- Able to work collaboratively with other team members
- Able to communicate effectively and respectfully verbally and in writing

Responsibilities

- Approve payments – weekly on a Monday and as required with 24 hours notice (up to 10 minutes weekly)
- Approve wages – using payslips – fortnightly (up to 30 minutes fortnightly)
- Ensuring all appropriate Insurance Policies are current and reviewed annually (ongoing – up to 1 hour per year)
- Support Senior OOSH staff with the preparation of budget in collaboration with – annual in November/December (up to 4 hours)
- Quarterly review the OOSH accounts and present a report of Income and Expenditure to the OOSH committee – quarterly (up to 4 hours)
- Support Senior OOSH staff with financial management of the centre – as required
- Support the preparation of financial records in prior to annual audit and appoint independent auditor – annual in December (up to 5 hours)
- Review and present audited report at annual AGM March
- Regular attendance at meetings
- Any specific tasks allocated by the Committee at a meeting
- Develop a working relationship with the staff at the service to ensure the effective operation of the Service
- Ensure that all tasks have been completed according to centre policies and procedures
- Maintain confidentiality in relation to all committee and centre matters and respect the established confidentiality processes of the Centre