



GOLDFIELDS
CHILD CARE CENTRES

**MANAGEMENT COMMITTEE
INDUCTION KIT**

“We need you!”

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BACKGROUND

Who are we and what do we do

The Goldfields Child Care Centre Inc. is a not-for-profit organisation providing high quality education and care services for families in Kalgoorlie-Boulder. Managing two (2) centres, providing care for up to 78 children, 5 days a week between the hours of 7.30am to 6.00pm.

We are established under the *Associations Incorporation Act 1987 (WA)*.

In 2015, the Goldfields Child Care Centre (GCCC) will celebrate 40 years of providing a high level of care to the families of Kalgoorlie-Boulder. They are the largest provider of child care in Kalgoorlie-Boulder and the only not-for-profit long day care provider.

GCCC provides quality educational programs in a secure and caring environment. Our curriculum is guided by the Early Years Learning Framework and National Quality Standards.

As a community not-for-profit operation all of our funding is poured back into the centers to develop the highest quality care and education through new resources, educator training and development and curriculum development.

The day to day management of the two operations is overseen by a Director and Assistant Director with a large team of 30 dedicated child care professionals.

The Director and Management report monthly to the elected parent and community committee (largely made up of parents) who provide guidance on fundraising and strategic advice.

An AGM is held every year in October and GCCC encourage all parents to participate. The Centre is an incorporated body and since 2000 GCCC has been registered with the Australian Children's Education and Care Quality Authority (ACECQA).

Operating from our Whitlock street premises, GCCC have 30 staff members, providing care Monday to Friday from 7.30am to 6pm. GCCC also operate an out-of-school hours and vacation care program, based at the sandalwood centre for children up to year 3. The hours of operation are 7am to 9am and 2.30pm to 6pm. In 2014, almost 170 children were cared for across our service.

Legal /Trading Name:	Goldfields Child Care Centre Incorporated
Organisation Type:	Not-For-Profit
Australian Business Number:	492 383 036 28
Incorporation Number (WA):	A0720083F
Service Approval Number:	SE-00012597
Provider Approval Number:	PR-00007326
GST Registered:	Yes
Contact Name:	Rachael Barton
Position in organisation:	Director
Email:	director@goldfieldschildcare.com.au
Phone:	(08) 9021 4035
Postal Address:	26 Whitlock Street, Kalgoorlie WA 6430
Location:	26 Whitlock Street, Kalgoorlie (long-day care and outside school hours care)
Premises status:	Twenty-one (21) year lease with the City of Kalgoorlie-Boulder from 2006 to 2027.

COMMITTEE OF MANAGEMENT

The Committee of Management is established under the constitution (attached). The Affairs of the Association will be managed exclusively by a Committee of Management consisting of-

- (a) a Chairperson;
- (b) a Vice-Chairperson;
- (c) a Secretary;
- (d) a Treasurer; and
- (e) not less than one other person

all of whom must be members of the Association. Persons employed by the Association may be members of the Committee.

The Committee of Management is empowered by the members of the Association to run ensure GCCC operates within is legal and statutory requirements.

Parental involvement is very important at a management level to ensure the service is meeting family needs. All families are eligible to be elected onto the Management Committee.

Management Committee meetings are held once a month and a list of current Committee Members is displayed in all GCCC foyers. The minutes of these meetings are also displayed in the foyer; you are welcome to read them at any time.

Roles of the Management Committee

Committee President/Vice president – Role Description

The committee president has the responsibility to run the centers Volunteer committee to aid the center's director, in the smooth running of the organization.

The president should also be in regular contact with the center's directors to keep up to date with all the center's activities.

Be available to offer assistance to the center's directors whenever they need it.

The President should also have a good understanding of the center's constitution.

Be available to chair all general & committee meetings, ensuring that they are run efficiently and effectively.

The President must be able to work collaboratively with other Committee Members and if the president is not able to attend any meetings the vice-president may step in to chair any meeting.

The vice-presidents role is similar to the president's role, work hand in hand with the center's director and preside over meeting when required.

Desirable Attributes:

The position title should:

- E.g. Be a regular email user
- Be available to assist the centres management on any matters that arise
- Be available for evening meetings

Specific duties include but are not limited to:

Tasks	Details	You Need to Know
The President will be the key line of communication between the Committee and the management	<ul style="list-style-type: none"> • be well informed of all organisation activities; • be aware of the future directions and plans of members; • manage committee and/or executive meetings; • manage the annual general meeting; • represent the organisation at local, levels; • be a supportive leader for all management and committee members; • Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members. 	The President will need to have a good working knowledge of the constitution, rules and the duties of all office bearers and subcommittees.

Secretary

The Secretary shall:

Co-ordinate the correspondence of the Association;

Keep full and correct minutes of the proceedings of the Committee and of the Association;

Comply on behalf of the Club with respect to the Incorporated Associations Act:-

☐ Section 27 of the Act in respect of the register of members of the Association;

☐ Section 28 of the Act in respect of the rules of the Association; and

☐ Section 29 of the Act in respect of the record of the office holders and any trustees of the Association

Have custody of all books, documents, records and registers of the Association including those referred to in paragraph (c) other than those required by rule 13 to be kept maintained by or in the custody of the Treasurer; and perform such other duties as are imposed by the Constitution on the Secretary including the calling of meetings and distributing meeting papers to those entitled to attend the meetings. Lead the development and review of the club's governance, including the development of policy.

Desirable Attributes:

The Secretary should:

- E.g. Be a regular email user
- Be available for evening meetings

The Secretary needs to liaise with..... Title, name, telephone, email

Specific duties include but are not limited to:

Tasks	Details	You Need to Know
The Secretary shall co-ordinate the correspondence of the Association, keep full and correct minutes of the proceedings of the Committee and of the Association.	<ul style="list-style-type: none">• Be responsible for all correspondence in and out for the committee.• Is required to keep accurate minutes of all committee meetings and annual general meeting.• be aware of the future directions and plans of members;• be a supportive leader for all management and committee members;	Incorporation Association Act, Club Constitution and rules and regulations of the State Sporting Association

Committee Treasurer- Role Description

The Treasurer shall:-

- A. Attend committee meetings
- B. Review financial statements.
- C. Answer any questions the committee may have about the financial statements
- D. Review the budget
- E. Approve financial decisions
- F. Be available for any financial queries

Desirable Attributes:

The Treasurer should:

- E.g. Be a regular email user
- Be available for evening meetings

The Treasurer needs to liaise with..... Title, name, telephone, email

Specific duties include but are not limited to:

Tasks	Details	You Need to Know
Report the past, present and future financial progress and position of the organisation to all committee meetings and the AGM.	<ul style="list-style-type: none"> * prepare a budget and monitor it carefully; * keep the club's books up-to-date; * keep a proper record of all payments and monies received; * make sure financial reports are available and understood at all committee meetings; * show evidence that money received is banked and documentation provided for all money paid out; * ensure that information for an audit is prepared each year; * arrange the audit; * give treasurer's report at regular meetings and when required; * produce an annual financial report; * send out accounts; * pay the bills. 	<p>Basic accounts and system entering. The treasurer should ensure they seek appropriate advice on those areas outside the GST regulations, e.g., group certificates, Fringe Benefits Tax, Withholding Tax</p>

2018–2019 Management Committee

Chairperson
Petina Wallace

Vice Chairperson
Catherine Michaud

Secretary
Jodie Henderson

Treasurer
Frances Liston

General Committee Members.

Andrea Reid
Amanda Graves
Katie Seghini
Kate Rampelini

Honorary Members
Lorna Mitchell (dec.), Wendy Fissioli and Allan Fissioli

Responsibilities of the Management Committee

Your involvement in the Management Committee ensures we can continue to operate effectively and efficiently, providing high quality care to the families of Kalgoorlie-Boulder.

Management Committee members have a range of ethical and legal obligations, summarised below:

- To act within the legal and statutory requirements
- To always act in the best interest of the organisation

The Management Committee plays a vital role in our organisation by undertaking:

- Strategic and business planning
- Risk management
- Financial management and reporting
- Human resource planning and control
- Compliance and accountability systems

The Goldfields Child Care Centre maintains relevant insurance coverage for members of the Management Committee. We also have/are in the process of adopting policies and procedures to guide the decision making processes.

Grievance Procedure

The committee at any given time may be approached by Parents/ Guardians or Employees/Volunteers of either the long day care or the out of school hours care services. Your responsibility as a committee member is to oversee operations and to be reported all managerial and operational aspects of the business from the appointed director.

Steps to be take when you are approached with a concern/complaint:

Parent or guardian approaches committee member

- Have you spoken to the educators in your child's room?
Yes I have spoken to the educators
Then Speak to the Director or Assistant Director
No I have not spoken to the educators
Speak to the Team Leader in your child's room.

If this has not been resolved after speaking to Team Leader the Director or Assistant Director please formalise your concern/complaint in letter and address it to the Management Committee of Goldfields Child Care Centre and hand it into the office at 26 Whitlock Street in a sealed envelope this will then be addressed at the next committee meeting.

This Process supports Goldfields Child Care Centres grievance policy and procedure and is displayed in the foyer.

Employee or volunteer approaches a committee member

- Have you spoken to your Team Leader
Yes I have spoken to the Team Leader
Then speak to the Director or Assistant Director
No I have not spoken to the Team Leader
Speak to the Team Leader.

If this has not been resolved after speaking to Team Leader the Director or Assistant Director please formalise your concern/complaint in letter and address it to the Management Committee of Goldfields Child Care Centre and hand it into the office at 26 Whitlock Street in a sealed envelope this will then be addressed at the next committee meeting. This Process supports Goldfields Child Care Centres grievance policy and procedure and is displayed in the foyer.

When the Parent/Guardian or Employee/Volunteer is not comfortable approaching their Team Leader, Director or Assistant Director then a letter addressed to the Management Committee of Goldfields Child Care Centre is to be handed in to the office at 26 Whitlock Street in a sealed envelope.

All letters of concern will be handed to the Chair or Vice Chair they will then read and process the Concern/Complaint and determine whether an emergency meeting must be had or they will bring it to the next committee meeting to be discussed by the board.

If this is a serious concern/complaint or incident (i.e. Child abuse) that has been brought to a committee member's attention then it is your responsibility to act immediately and notify the appointed director or follow external grievance policy and procedures.

KEY CONTACTS

Whitlock Street Centre

26 Whitlock St

Kalgoorlie WA 6430

Phone (08) 9021 4035

Fax (08) 9021 4206

Director

Rachael Barton Phone: 9021 4035

director@goldfieldschildcare.com.au

Assistant Director/Educational Leader

Rachael Booker Phone: 9021 4035

el@goldfieldschildcare.com.au

ATTACHMENTS

- Constitution
- Strategic Plan