

**Would you like to have direct impact into the way your kinder is run? You can be involved in decision making and future planning for Paratea Preschool by joining our Committee of Management.**

Paratea's Committee of Management is run by parents who volunteer their time and skills to benefit all children and families at Paratea.

The Committee of Management alongside staff manage the affairs of the preschool during monthly meetings from February to December.

Our AGM on Tuesday 17th of November 2020 is your opportunity to be a part of Paratea's continuing success and join the Committee for 2021.

**Without the help of parent volunteers Paratea would not be able to operate as an independent kindergarten.**

**If you are able to dedicate some of your time to better your kinder, assist in continuing to provide an excellent service and have some fun along the way please contact our President; Elizabeth Bailey on 0409 217 703 or [president.paratea@gmail.com](mailto:president.paratea@gmail.com)**

#### **A word from our 2020 President;**

*"What I love about Paratea is how we continue to create a wonderful community year after year. You have chosen Paratea perhaps because of its' unique identity and ability to function as a stand alone kinder. This individuality could not be achieved without the support of a parent run volunteer committee of management and this is where you can get involved and support our wonderful kinder! Our committee of management works closely with staff to create a collaborative and dynamic environment which is then reflected in your child's day to day learning.*

*I have been a part of the committee for 2 years now with next year being my final year at Paratea and I am so proud of what we have been able to achieve as a committee. The biggest reward is seeing the enjoyment on the children's faces daily and knowing that we are contributing in a wonderful way to their learning environment.*

*We come together to meet as a committee once per month on site (restrictions allowing!) and it is a great opportunity for you to meet some friends and support our staff, not to mention a fun night out! If you feel you would like to volunteer and give some of your time to your kinder to ensure that we are able to continue to function as a stand alone kinder please get in touch!"*

**Elizabeth Bailey- President**

**President:** Chair committee meetings; liaise with government departments; general kinder business; decision making with staff and our professional book keeper.

**Vice President/Enrolments:** Assist President where necessary; assist with enrolment matters and processes.

**Secretary:** Collate agenda items and distribute, take minutes at monthly meetings; general correspondence, email term calendar dates for each group.

**Treasurer:** Maintain detailed and accurate financial records, reporting, payment and approval of invoices, counting and depositing money. Our treasurer has extensive support from our professional Book Keeper.

**Payroll Officer:** Payment of all staff salaries, superannuation, and overtime; accurate record keeping. Our Payroll Officer has extensive support from our professional Book Keeper.

**Maintenance Officer:** Organise and complete general repairs. Handy with tools is a bonus!

**Grounds/Environmental Officer:** Liaise with Council regarding building and grounds work, assist in organising working bees; general garden issues.

**Grounds/Environmental Assistant:** Assist in organising working bees; general garden issues.

**Safety Officer:** Update and maintain Emergency Management Plan (EMP), address safety issues with kinder, Council, CFA, MFB.

**Fundraising Officer:** Research fundraising options and present them to the committee; chair fundraising sub-committee; organise and run fundraising events with help of committee, staff and parents.

**Fundraising Assistant:** Assist in the organisation and running of fundraising events.

**Group Liaison/Fundraising:** (1 per group) Liaise with parents regarding fundraising events and participate in fundraising sub-committee. Organise opportunities for your group to get to know each other.

**Purchase Officer/Scholastics:** Purchase small items for kinder; organise Scholastic Book Club orders.