**Purpose of the position:**

The President forms part of the Executive Committee, as one of the Executive Officers of the Association, as per the Evesham Road Kindergarten Constitution. The President is required to oversee all matters within the kindergarten to maintain a cohesive working environment for Staff and Committee.

The President is also an authorized signatory on the bank accounts, but this is only as a statutory measure, as the position does not engage in day-to-day financial matters.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to Police Check, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee and incoming President regarding any current and relevant information

**Skills**

* Computer skills
* Well-developed communication skills
* Knowledge of preschool or management policies
* Ability to chair meetings
* Ability to collaborate well with a team
* Be enthusiastic, confident, and encouraging leader.

**Key Tasks**

* Ensure Staff and Committee have an opportunity to work together and share information
* Communicate with and support Nominated Supervisor
* Communicate with and support Educational Leader
* Prepare and present monthly report
* Communicate with and support members of the Executive Committee
* Chairing meetings of the Executive and General committee
* Prepare and present the annual report at the AGM. This should be a comprehensive summary of the previous year’s activities, detailing programs conducted, membership changes, physical developments and outstanding achievements.
* Co-ordinate the work of the committee. This can be achieved through the effective control of committee meetings and monitoring the activities of other committee members
* Knowledge and understanding of the occupation agreement between City of Kingston and Evesham Rd Kinder
* Resolve any issues or concerns quickly, to ensure a smooth operating and harmonious centre
* Check the minutes prior to distribution to the committee members
* Dealing with issues that arise between committee meetings that require urgent attention
* Performance reviews of Staff
* Maintain growth within the kindergarten and ensure adequate assistance to maintain compliance
* Ensure all legal requirements for DEECD and other bodies are complied with
* Organise DEECD paperwork “change of person” within 30 days of AGM date
* Work with HR Officer to ensure updated and compliant Policies and documented review changes
* Familiarize yourself with duties outlined for other Committee members and assist where required
* Set up action plans for new Timetables, Staffing and other requirements
* Complete change of signatory forms for the Bank

Additional requirements

* If unable to chair the meeting, making sure that n appropriate person is organised and briefed to undertake this role. This is usually the Vice President.
* Attend Council, EELA and any other required Meetings or training
* look at plans and aspirations for the future.
* Ensure all Committee has completed required handovers and mandatory paperwork has been completed
* Assist with Interviews for new Staff