**Purpose of the position:**

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

The Vice-President can also be an authorized signatory on the bank accounts.

**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 in absence of President
* 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
* Communicate with and support members of the Executive Committee
* Chairing meetings of the Executive and General committee in absence of President
* Co-ordinate the Term Newsletter
* Knowledge and understanding of the occupation agreement between City of Kingston and Evesham Rd Kinder
* Check the minutes prior to distribution to the committee members
* Performance reviews of Staff when required
* Maintain growth within the kindergarten and ensure adequate assistance to maintain compliance
* Ensure all legal requirements for DEECD and other bodies are complied with
* Familiarize yourself with duties outlined for other Committee members and assist where required
* Organize annual parent survey
* Assist and support the President with their duties as required.
* Assist and support the Secretary with their duties as required

Additional requirements

* Attend Council, EELA and any other required Meetings or training
* Look at plans and aspirations for the future.
* Assist with Interviews for new Staff as part of HR sub-committee