



You are invited to attend the  
JJ McMahon Memorial Kindergarten

## **2014 Annual General Meeting and 2015 PARENT INFORMATION NIGHT**

Thursday 20 November 2014 at 7:00pm  
at the kindergarten

- **Special presentation by Bianca Weickhardt, Speech Pathologist, *Speech and Language Development of a Kindergarten Child***
- Enrolment packages will be distributed with details of orientation dates/times
- Parent Information for 2015
- Election of incoming Committee of Management and other business (see attached Notice of AGM)

Our Centre is a community kindergarten managed by a volunteer Committee of Management. Due to families finishing at the kindergarten we have a number of vacancies coming up on the Committee.

Please read through the position descriptions and current committee profiles & consider how you might be able to contribute. It is a great opportunity to discover how the kindergarten operates, be involved in the successful running of the Centre & form friendships with other families. Nominations will be accepted prior to or at the AGM – please complete the nomination form attached.

**J J McMahon Memorial Kindergarten**  
16A Argyle Road, Kew 3101 Phone: 9817 3624 Fax: 9817 7002  
Email: [info@jjmcmahon.org.au](mailto:info@jjmcmahon.org.au) Web: [www.jjmcmahon.org.au](http://www.jjmcmahon.org.au)  
ABN 15 436 920 745



**COMMITTEE OF MANAGEMENT POSITION DESCRIPTIONS 2015**  
**All positions require attendance at monthly meetings and will need to obtain a Working with Children Check**

**1. PRESIDENT\***

- Responsible for administration & management of kindergarten
- Coordinates the work of the Committee
- Chair Committee meetings

**2. VICE-PRESIDENT\***

- Coordinates licensing requirements, nominee changes, police checks
- Takes over role of President if he/she absent

**3. SECRETARY\***

- Prepares agendas and minutes of all meetings
- Reviews correspondence received as necessary
- Drafts any necessary correspondence
- Organises AGM & Annual Parent Survey

**4. TREASURER\***

- Financial Controller of kindergarten
- Produces monthly reports for Committee
- Develops budget with President & monitors budget throughout year
- Responsible for meeting ATO & Department requirements
- Supported by office administrator who does invoicing, a/c payable & receivable, payroll & MYOB data entry

*\* These four positions will need a police check at the kinder's expense and will be listed with DEECD as Licensee Representatives.*

**5. STAFF LIAISON**

- Communication point for staff & Committee
- Arranges relief teachers/assistants when required
- Staff birthdays
- Works with Director on staff performance appraisals

**6. ENROLMENT OFFICER**

- Liaises with external Enrolments Officer & staff to coordinate enrolments
- Coordinates Open Day



**7. SOCIAL COORDINATOR**

- Responsible for coordination of social events for the kindergarten
- Coordinates any fundraising activities
- Reports to Committee on behalf of Social Sub-committee

**8. WORKING BEE**

- Sets dates for working bees & publicises dates
- Liaises with teachers & Committee to determine tasks
- Coordinates working bee each term

**9. GRANTS OFFICER**

- Coordinates applications for grants, extra funding

**10. NEWSLETTER EDITOR**

- Produces Centre-wide newsletter each term on behalf of staff and Committee (2-3 pages on Word or Publisher)
- Review website regularly for any updates needed

**11. WEBSITE EDITOR**

- Updates website content as required

**OTHER POSITIONS**

**(Not required to attend Committee meetings but very welcome!)**

**CLASS REPRESENTATIVES x 8 (2 from each group)**

- Make up social sub-committee which assists Social Coordinator with organising kindergarten social/fundraising events
- Do not have to attend Committee meetings but will meet as a sub-committee on a monthly basis
- Organise coffee mornings or other informal gatherings each term for class group

**MAINTENANCE OFFICER**

- Assist staff to arrange any maintenance required outside of working bees

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## Notice of Annual General Meeting

The Annual General Meeting of JJ McMahon Memorial Kindergarten Inc. (the "Kindergarten") will be held at 16A Argyle Road, Kew, VIC 3101, on Thursday 20 November 2014, beginning at 7:00 pm.

### ITEMS OF BUSINESS

#### 1. Minutes from 2013 AGM

To confirm the minutes of the 2013 annual general meeting.

#### 2. Annual Report (including (a) report on activities and operations; and (b) financial statement for the year ended 30 September 2014)

To receive and consider a written report on the activities and operations of the Kindergarten for the 2013-2014 financial year.

To receive and consider the financial statements for the 2013-2014 financial year.

##### Explanatory notes:

This item does not require a formal resolution and, accordingly, no vote will be held on this item. Members will, however, be given a reasonable opportunity to ask questions and make comments during discussion on this item.

#### 3. 2014-2015 Committee of Management

To pass a resolution that the 2014-2015 Committee of Management shall comprise of 11 members being the executive (President, Vice-President, Secretary and Treasurer) plus seven ordinary members of the Committee holding the positions described in the table below.

To elect the Committee of Management for 2014-2015.

##### Explanatory notes:

The following table sets out each current member of the Committee of Management and indicates whether that member is retiring or seeking re-election.

| Current appointee    | Position       | Retiring/Re-nominating |
|----------------------|----------------|------------------------|
| Nicola Nagy          | President      | Re-nominating          |
| Leah Eaton           | Vice-President | Re-nominating          |
| Angela Gregory       | Secretary      | Re-nominating          |
| Amanda Da Gama Pinto | Treasurer      | Retiring               |

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|                    |                       |               |
|--------------------|-----------------------|---------------|
| Kerrie Phillips    | Enrolment Officer     | Re-nominating |
| Therese Moran      | Staff Liaison Officer | Retiring      |
| Sarah Dare         | Social Co-ordinator   | Retiring      |
| Tricia Tjondropuro | Grants Officer        | Re-nominating |
| Varun Bhaskar      | Working Bee Officer   | Retiring      |
| Katharine Bates    | Newsletter Editor     | Retiring      |
| Kellie Reid        | Website Editor        | Re-nominating |

#### 4. Annual Subscription Fee and Joining Fee

To pass a resolution that the following fees will apply for the 2014-2015 financial year:

a) Joining Fee:

- For the parents and legal guardians of the children attending the children's service managed by the Association - \$nil
- For any other interested citizen (e.g. ex-parent) - \$50.00

b) Subscription Fee:

- For the parents and legal guardians of the children attending the children's service managed by the Association - \$nil
- For any other interested citizen (e.g. ex-parent) - \$50.00

Due Date for Subscription Fee: 30 days after issue of invoice

#### 5. Other Business

To transact any other business that may be brought forward in conformity with the Kindergarten's Constitution.

Angela Gregory  
Secretary  
10 October 2014