

# Support Group Roles

## Chairperson

- Chairs the meeting
- Ensures requirements are met
- Ensures decisions are carried out
- Ensures written records are kept
- Works closely with the Director

## Vice Chairperson

- Acts for the chairperson in his/her absence
- May chair sub committees and assists in effective functioning of the committee
- Supports chairperson with workload

## Secretary

- Maintains and updates Preschool document files and attends to correspondence
- Prepares agenda with the Director
- Write the minutes
- Inform members of meeting reminders
- Has a knowledge of the constitution of the Preschool

## Treasurer

- Meet with the finance officer to discuss areas of expenditure
- Reports on financial monthly statements to the Governing Council

## General Committee Members

- Attend meetings and participate in discussions and decisions
- Vote on any decisions which have to be taken
- Form and attends sub-committees and participate as required
- Carries out work that you can realistically manage
- Are available for parents to discuss their needs and concerns and present them to the meeting

# Who can be in the Governing Council?

Any members of the Community who have an interest in the welfare and development of the Preschool

## When and where are meetings held?

Meetings are held at the Preschool. Meetings are held at least 8 times per year. Sub - committee meetings are held when needed. Meetings are either day or evening, depending on the individual members.

## Understanding the role and the function of the



# Kadina Preschool Governing Council

## Why join the Governing Council?

We would encourage you to join the Governing Council so that you can become actively involved in the educational services provided for your child. This is the most important developmental period in your child's life, so it is wise for you to be as involved as possible.

### How?

There are elections held at an Annual General Meeting at the beginning of the year.

### As a member of the Governing Council you:

- Are expected to remain a member from AGM to AGM
- Should be aware that some ideas discussed may be confidential
- Are aware of the constitution of the preschool

This may seem a little overwhelming but it can be a great experience .

### The Governing Council is responsible for:

- Developing sub-committees to assist in the future planning and facilities, ongoing maintenance of the Preschools and resources.
- At all times keeping parents and families informed of the programs and activities provided by the Director and staff.
- Planning and developing policies and services
- The maintenance of the grounds, building and equipment.
- Supporting the staff and other parents in their work for the Preschool
- Raising funds to supplement the income of the Preschool. This is sometimes done by forming a fundraising sub-committee who will work out an annual calendar of fundraising events.

### Structure of the Governing Council

- *Chairperson*
- *Vice chairperson*
- *Secretary*
- *Director*
- *Staff Representative*
- *General Committee*

