
ARANDA AFTERS ASSOCIATION INCORPORATED



ROLES AND DUTIES OF COMMITTEE MEMBERS

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1 ROLE OF THE ARANDA AFTERS COMMITTEE

The Aranda Afters Committee (Committee) is responsible for the management of Afters in accordance with the *Associations Incorporation Act 1991 (ACT)*. The Director is responsible for the day to day running of Afters, in line with the decisions of the Committee. In general, there are three key areas in which the Committee has a role:

FINANCIAL MANAGEMENT

- Setting fees
- Developing and approving the Annual Budget
- Monitoring monthly Profit and Loss and Balance Sheet Reports
- Working with the Director and Bookkeeper
- Appointing an Auditor
- Approving major expenses
- Operate within approved delegations

POLICY MAKING

- Formulating new policies in consultation with parents, the Director and staff
- Reviewing current policies as needed (e.g. to meet with NQF/NQS, appropriate regulation, assessing ongoing relevance/accuracy)
- Reviewing the Afters Philosophy

COMMUNICATION

- Keeping members informed, including of Committee decisions, policy processes and events
- Keeping minutes of committee meetings and facilitating members' access to them.

2 ROLE OF ALL MEMBERS OF THE ARANDA AFTERS COMMITTEE

As noted above, in general the Director is responsible for the day to day running of Afters, in accordance with relevant legislation and following decisions taken by the Committee. As volunteers on the Committee, it is important that all members (whether office bearers or not) share responsibilities and work on tasks as they might arise.

All members are expected to make themselves available, and actively contribute on a regular basis, to allow the Committee to work effectively and efficiently.

While office bearers perform specific duties according to the roles outlined below, **all** members are encouraged to take a cooperative, collaborative approach at all times, and are expected to:

1. Support Afters and the Committee in activities (such as regular meeting attendance) and assist with work as needed such as:

- a. writing and reviewing policies;
 - b. preparation of communications to members, the school, Board and P&C; and
 - c. presenting at information nights; and supporting Afters in contributing to other school activities (e.g. the fete);
2. Be available to assist the Director, Assistant Director (and other Committee members as relevant) in developing material as delegated in Committee meetings;
 3. Act honestly, with integrity and in good faith to promote the best interests of Aranda Afters and its members, and in accordance with the Aranda Afters Code of Conduct and any appropriate delegations;
 4. Work to ensure that Afters carries out its activities in accordance with its intended purpose and in the best interests of the children;
 5. Declare any conflict of interest in the performance of your role;
 6. Respect the privacy and confidentiality of information obtained in the course of the Afters Committee's considerations; and
 7. Hold a valid Working with Vulnerable Persons card.

3 DUTIES OF COMMITTEE OFFICE BEARERS

PRESIDENT

The President provides strategic advice and support to the Director in the running of Afters. The President shall:

- (a) preside at all meetings of the association, including to ensure meetings are conducted in accordance with the Constitution, policy and any other regulatory requirements;
- (b) perform all acts related to the office of President of the association;
- (c) offer assistance in an advisory capacity when necessary to other executive members and to the Director;
- (d) act as an ex-officio member on all committees of the association;
- (e) have the casting vote in the case of a tie in a meeting;
- (f) act as official representative of the association to outside persons or agencies, in accordance with Committee decisions
- (g) communicate openly and transparently with all parties, including Aranda Primary School;
- (h) sign official documents and papers on behalf of the association; and
- (i) be recognised as a person with management and control with CPRU.

VICE-PRESIDENT

The Vice President provides strategic advice and support to the President in the running of Afters. The Vice-President shall:

- (a) perform the duties and roles of the President when the President is absent; and
- (b) assist the President in the performance of his or her duties, including to advise and support the Director of Afters.

SECRETARY

The Secretary will assist in the preparation and circulation of papers for meetings. The Secretary also attends meetings, drafts minutes and circulates them for approval. The Secretary shall:

- (a) keep minutes of:
 - (i) all elections and appointments of office-bearers and ordinary committee members;
 - (ii) the names of members of the committee present at a committee meeting or a general meeting; and
 - (iii) all proceedings at committee meetings and general meetings.
- (b) ensure the appropriate distribution of the minutes, including relevant copies of minutes to be available to all association members;
- (c) be recognised as a person with management and control with CPRU; and
- (d) be recognised as public officer with the association.

TREASURER

The Treasurer oversees the general financial management of Afters, and makes recommendations for improved practices where required. The Treasurer shall:

- (a) liaise with the Association's Auditors and book-keepers as required during the year;
- (b) report on the finances of the Association at committee meeting and the AGM;
- (c) authorise payment of the book-keeper invoices;
- (d) assist the Director with the preparation of the annual budget; and
- (e) assist in the preparation and review of the Association's finance policies;

STAFFING OFFICER

The Staffing Officer is responsible, in conjunction with the Director, for managing the association's staffing needs, including recruiting, training, retaining, and sometimes terminating the employment of employees. The Staffing Officer shall:

- (f) meet with the Director regularly and be briefed on any staffing issues;
- (g) be available for email, phone or meetings in person to assist with any staffing issue;
- (h) conduct the performance appraisal of the Director with at least one other member of the Committee and seek final endorsement from the President;
- (i) be available to assist with performance appraisal for all educators and staff every 12 months;
- (j) assist in any recruitment by offering advice, being a member on the panel or reviewing any documentation;
- (k) assist in reviewing any performance appraisal documentation and or relevant policies;
- (l) assist in the coordination if necessary for professional development and training of staff;
- (m) be available for staff to discuss any issue they feel they cannot discuss with their supervisor and the Director.

4 WORKING WITH VULNERABLE PEOPLE LEGISLATION

The [Working With Vulnerable People \(Background Checking\) Act - 2011](#) requires a person over the age of 16 years who has contact with children, both paid and unpaid, whilst engaging in a regulated activity, unless they are exempt under the provisions of the Act, and to carry a valid registration card.

To comply with the *Working with Vulnerable People (Background Checking) Act 2011*, the Approved Provider/Nominated Supervisor must ensure that **all staff** working at Aranda Afters have a current Working With Vulnerable People [WWVP] card.

Committee Members are also required, from April 2016, to have a current WWVP card.

More information about Working With Vulnerable People [WWVP] requirements, and how to apply for a WWVP Card, is available from the [Access Canberra](#).