



Can You Help Manage Our Kinder In 2026?

The 2025 Annual General Meeting (AGM) will be held on Wednesday, 26 November at 4.30pm. One of the key items at the meeting will be the appointment of the Committee of Management (CoM) for 2026.

We have a highly skilled, and extremely dedicated team of teachers and educators. However, they cannot operate our community kindergarten alone! The kindergarten needs parents/carers who are willing to give some of their time to help Maribyrnong Kindergarten run smoothly next year. All information to fulfill any role is provided, so all you need is a willingness to give your time and the enthusiasm to become part of the team that keeps Maribyrnong Kindergarten operating effectively. Your involvement will not only be of great value to the kindergarten, the staff, the children and the community, but being a committee member is extremely rewarding and can be of direct benefit to you. Prior experience on a board or committee is not required.

How does the committee work?

As an incorporated association, every parent/legal guardian with a child enrolled in the kinder automatically becomes a member of the association and is entitled to be on the committee. The Maribyrnong Kindergarten Constitution guides how the committee of management operates. All members of the committee are expected to act honestly, with integrity, in good faith, and in the best interests of Maribyrnong Kindergarten. Each year at the AGM, a new committee is elected. Meetings are held once per month during school terms (in person and online). The committee works alongside our dedicated teachers and educators, as the approved provider of the service, to provide a high-quality educational program, ensure the legal and regulatory obligations of the kindergarten are met, and maintain the ongoing financial viability of the kindergarten.

What exactly will I need to do?

Each position has its own position description. A brief summary is provided below, with more detail available on the kinder's website. If you would like more information on a role that may be of interest to you, or the committee of management in general, please feel free to contact the current president, Teigan Allen, by email president@maribyrnongkinder.com.au or phone **0431 346 192**.

Elected Roles

President – Fearless leader, has a wide range of responsibilities that include (but not limited to) chairing meetings and coordinating the committee's activities, supporting and providing practical assistance to staff and fellow committee members, liaising with council and other government departments and driving the kinder's strategic plan.

Vice President – This key role works closely with the president, sharing the workload and assisting them in any way needed.

Secretary/Public Officer – Looks after the admin duties such as committee correspondence, writing the monthly agenda and taking minutes and relaying committee news to the wider kinder community. Also makes sure all of the required paperwork is signed, sealed and submitted plus notifies regulatory bodies of any changes to the service.

Treasurer – Our financial guru. Responsible for transparency and overseeing the kinder's financials. Works closely with admin, the CoM and our accountant to meet all legal and tax requirements. Prepares budgets and approves banking tasks along with preparing and presenting financial reports at monthly meetings and the AGM.

Non-Elected Roles

- **General Members** – Give a broad perspective and help out with whatever and whenever they can.
- **Fundraising Coordinator** – Coordinates fundraising activities and social events throughout the year. Needs help from a team of enthusiastic committee members.
- **OH&S/Risk Officer** - Manages risks concerning the wellbeing and safety of all staff, volunteers, children and families at the kinder.
- **Child Safety Officer** – Ensures the kinder complies with the Child Safe Standards. This role requires some mandatory training.
- **Quality Officer** – Works with staff and the CoM to monitor and update the existing quality improvement plan and looks out for continual improvement.
- **Policy Officer** – Reviews and develops kinder policies.
- **Grants Officer** – Identifies funding opportunities and applies for grants when available.
- **Communications/Marketing Coordinator** - Writes and sends out the committee newsletter, updates the website and helps out with other communication needs as they arise.

We look forward to welcoming new members in 2026!

Teigan Allen

President on behalf of the committee of management

president@maribyrnongkinder.com.au