

Brunswick Kindergarten
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Volunteering for the Brunswick Kindergarten Committee

Dear Families,

Brunswick Kindergarten is an historic Kindergarten built in the 1920s. It's one of the oldest in the area and owes its continued success to a strong tradition of community involvement. Brunswick Kindergarten is owned by the families of the children who attend the kindergarten, rather than by the council or by a church.

It's a wonderful asset that is maintained by a dedicated group of volunteers who make up the kindergarten's Committee of Management. Being on the committee is very rewarding. It's a fun and friendly way to contribute to, and connect with, the local community.

The executive is made up of the elected positions of President, two Vice-Presidents, Secretary and Treasurer. There are eleven general members. The committee is responsible for the financial management and administration of the kindergarten as well as maintenance, fund-raising and social events.

The committee recently regained control of the kindergarten after several years of outsourcing its management and administration to a 'cluster manager'. While it is more work for the committee to run the kindergarten itself, much of the financial administration is carried out by our dedicated and professional accountant, who is a former kindergarten parent and former committee treasurer. This means that the managerial burden for the committee is reduced and much of the committee's energy is still dedicated to fun community events and fund-raising.

Committee President

This position is an overarching one, being the point of contact for all other committee members. The president runs the monthly meetings, delegates tasks and liaises with external bodies to ensure the kindergarten meets its obligations.

Committee Secretary

The Secretary's role is to devise the agenda for and to take minutes during the monthly committee meetings, and to manage kinder correspondence.

Committee Vice-President (Staff Liaison)

This role can vary from year to year, but the Vice-President is the primary Staff Liaison Officer, assisting the Director and providing a contact point for families. They also provide executive leadership support to the President.

Committee Vice-President (Enrolments)

This role assists the Director with the administrative support needed to maintain kinder enrolments for the current year, in addition to planning and organising the following year's intake. This role will suit someone with great organisational skills. It would be beneficial if the person holding this role has flexibility to spend some time at the kinder but a lot of the work can be done from home.

Committee Treasurer

The Treasurer manages and reports on the kindergarten's financial position and prepares the budget in conjunction with our accountant.

Fete Co-ordinators

One of the most important roles each year is that of the fete co-ordinators. The fete is held in October each year and is the kindergarten's main fund-raiser. It's a big event and needs someone who is motivated, creative and organised to make it a success. The Fete Co-ordinator oversees a team of volunteers responsible for individual stalls and activities, entertainment, food and collecting donations for the silent auction, raffle and prizes.

Communications

Find Facebook and Mailchimp a breeze, can you mail-merge with your eyes shut and rip off a newsletter template or brief address to families with no stress. Communicate with us!

Other Roles

Other roles on the committee include the ***social subcommittee***, which organises the fun things such as the pizza night in first term and the winter solstice, along with any other nights that you think our Kinder community would love.

We need a ***garden, grounds and maintenance team*** to keep the buildings and yard in good order throughout the year – including assisting with two annual working bees. In 2017-2018, some major capital works may be undertaken, so any parents who have expertise in the area of building or architecture would be a welcome addition to the team

We also need people to help the ***Mother's Day cake stall*** co-ordinator and to help write ***grant applications***.

There are plenty of roles that are creative, and others that require strong organisational skills. There are a lot of opportunities to get your hands dirty in the garden, or simply to help out with administration or any other tasks that come up during the year. We strongly urge you to put your hand up this year and get involved, and look forward to seeing you at the AGM.

If you'd like any more information about the committee or would like to register your interest in joining the committee please contact the Committee Secretary on brunswickkindergarten@gmail.com