



OOSH Development Factsheet

MANAGEMENT COMMITTEE - OFFICE BEARER ROLES

This Factsheet provides general information on the roles and responsibilities of the main office bearers for an Outside School Hours Care Management Committee. Additional Factsheets are available on the Network website that provide an overview of the role of the Approved Provider.

WHO DOES WHAT?

The service's Constitution should state the make-up of the management committee. However, the management committee should consist of at least the following office bearers:

- Chairperson/President
- Treasurer
- Secretary

Other positions may also be nominated, for example, Assistant Treasurer, Publicity Officer and Staff Liaison. Where practicable, the management committee should consider establishing sub-committees to undertake specific tasks on behalf of the service - however, in smaller services, this may not be realistic.

The Network publication 'Manage It!' contains comprehensive information of the roles and responsibilities of these additional positions/sub-committees.

The following information outlines the responsibilities of the office bearers (listed above), as well as that of the Public Officer.

CHAIRPERSON/PRESIDENT

In general, the chairperson/president oversees the operation of the service and ensures that all members of the service have the chance to play an active part in the committee and that everyone feels informed and included.

The chairperson/president's responsibilities include:

- Ensuring that all statutory regulations and the organisation's own rules are observed
- Staying in touch with what is happening at the service on a day-to-day basis in order to know what to put on the agenda for the next meeting, and in order to follow up on things that were agreed to at the last meeting
- Compiling agendas for the meetings covering all necessary business

- Convening meetings in accordance with the Constitution of the organisation
- Allowing for all members to be heard during meetings
- Summarising at the end of every meeting so that individuals have a clear understanding of tasks to be performed and decisions made
- Closing meeting after the business at hand has been properly conducted
- May be a signatory on cheque accounts
- Ensuring that other office bearers are completing their tasks
- Representing the committee at events and meetings

TREASURER

The treasurer oversees the financial administration of the centre and ensures that the centre's financial affairs are conducted correctly and efficiently.

The treasurer's responsibilities include:

- Planning the budget in conjunction with the management committee and staff
- Presenting a monthly written statement of Income and Expenditure at committee meetings
- Proposing recommendations regarding expenditure of finances
- Preparing the financial records for the annual audit
- Ensuring that all monies are banked promptly
- Ensuring all appropriate Insurance Policies are current and are reviewed annually
- Paying wages to staff
- Maintaining wage records
- Paying accounts
- Keeping records of all receipts and payments
- Ensuring that all financial records are maintained and stored in a secure location

If any of the above responsibilities are delegated to another person, the responsibility remains with the Treasurer to ensure that all tasks have been completed according to centre policies and procedures.

Please refer to the Network publication 'Getting to Grips with Money Matters' for a comprehensive overview of financial management of an OOSH centre. Available to purchase from: <http://www.netoosh.org.au/publications.htm>

■ SECRETARY

The secretary is the key administration officer of the service. The smooth running of the service depends on the efficiency with which the secretary handles the records, correspondence and other communications.

The secretary's responsibilities include:

- Maintaining the centre's records, including all legal documents such as employment records, Constitution, leases, etc.
- Maintaining a register of all members and committee members
- Calling meetings and giving required notice for meetings, including the AGM, as required by the Constitution
- Ensuring that correspondence in and out is kept up to date; is available for inspection and presented at management committee meetings
- Communicating regularly with the Chairperson to ensure they are informed of any relevant matters arising from correspondence; agenda items and action required
- Recording minutes of all meetings, cross checking for accuracy with Chairperson and distributing minutes and action plans promptly
- May be a signatory on cheque accounts
- May take on role of Public Officer

■ PUBLIC OFFICER

The Associations Incorporation Act, 1985 requires an incorporated association to have a Public Officer. It is not necessary for the Public Officer to be a member of either the association or the management committee, but they may be if they choose to.

The public officer's responsibilities include:

- Notifying the NSW Office of Fair Trading of any changes in the association and of its financial position by lodging a variety of documents with the Office of Fair Trading. Forms for this purpose can be downloaded from:

http://www.fairtrading.nsw.gov.au/About_us/Our_services/Forms/Associations_forms.html

The Public Officer is also the primary contact between the service and the Office of Fair Trading.

- Notifying the Department of Education and Communities (Regulatory Authority) of any changes to information about the Approved Provider or change of contact details. The form for this purpose can be downloaded from: http://acecqa.gov.au/storage/1-PA08_

■ ESSENTIAL RESOURCES AVAILABLE FROM NETWORK:

- Keep it Legal!
- Manage It!
- Getting to Grips with Money Matters: A Guide to Financial Management for Outside School Hours Care services

■ OTHER RELEVANT OOSH DEVELOPMENT FACTSHEETS:

- Approved Provider (Management Committees)
- Annual General Meetings
- Management Committee Meetings
- Incorporation
- Constitution

THIS FACTSHEET LINKS TO QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT.



66 Albion Street, Surry Hills, NSW, 2010
Telephone: 02 9212 3244 Fax: 02 9281 9645
www.networkofcommunityactivities.org.au