

Guide and Govern Your OOSH: Training for Committees and P&Cs



ABOUT NETWORK OF COMMUNITY ACTIVITIES

Network of Community Activities is the peak representative body for Out of School Hours Care providers in NSW, and the NSW representative on the National Outside School Hours Services Alliance (NOSHSA).

With expert staff from a variety of relevant backgrounds, and a deep understanding of the Australian Children's Service Sector spanning over 46 years, Network is able to provide the highest quality resources and support to your organisation.

Network has the experience and knowledge necessary to assist with the complex and very individual needs of our members. We have a focus on children and communities, and aim to assist all OOSH Services to provide the highest quality care, play and learning for children and their families.

INTRODUCTION

There is so much to learn when you join a Management Committee or P&C that operates an OOSH. You're responsible under the National Laws and Regulations for operating an Approved Service, you have significant obligations as an Employer, and other legal duties to responsibly manage the business. It is important that parents in their volunteer roles are given the best possible foundation for managing an OOSH Service, to support their understanding of both their governance responsibilities as an Association and as the provider of an OOSH Service.

Network of Community Activities, the peak body for OOSH in NSW, provides a comprehensive training package that provides persons in management of an OOSH the knowledge they require, with a framework that respects their volunteer time.

INDUCTION SUPPORT PACKAGE

This package includes a comprehensive set of volunteer-friendly induction booklets, designed to be read annually by new office-bearers and general committee members. **The Induction Pack includes:**

1. Introduction to Out of School Hours Care

- What is OOSH?
- Who regulates OOSH?
- What is the National Quality Framework?
- Roles and Responsibilities in OOSH

2. Approved Provider and Persons with Management or Control

- What is an Approved Provider?
- What is a Person with Management or Control?
- What are the legal obligations and penalties under the National Laws and regulations for OOSH Services?

3. Governance Matters

- Operating an OOSH
- Role of Management
- Effective Meetings
- Roles and Responsibilities of Office-bearers
- Annual General Meetings

4. Effective Delegations

- Lines of Delegation
- Communication and Reporting
- Hiring Employees

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One hour session via video conference with a Network expert in OOSH and Governance

One of the Network Team will meet with your Office-Bearers via video conference at a mutually convenient time. We understand the nature of Committees, and are available to meet after normal business hours if preferred.

This meeting is designed to give new or returning volunteers the opportunity to ask questions about their roles, giving you hands on, customised support.

This is a one-off meeting held at the time of purchase.

OUR PEOPLE EXPERTISE

At Network, our people are our greatest resource and are the best at what they do, supporting the Out of School Hours (OOSH) sector in NSW. Hence, everything we do is founded on attracting exceptional people and who have the knowledge, expertise and experience to help OOSH services achieve great things. Our specialist team member will be chosen to work with you to maintain the highest governance standards.

FEES

This package of induction documents and dedicated support is available only to Network members, at \$1,200 plus GST.

TESTIMONIALS

Don't just take our word for it... Here are some comments from our recent members.

"I arranged an induction for our P&C, and they got so much out of it. Even I learned new things, and I thought I heard it all!"

- Anne, Director

"The chance to talk about our OOSH specifically and ask questions was great. I want to personally thank you for the suggestions... we're making changes already and we're feeling really positive!"

- Kate, President

"I wish someone had given me this insight years ago. I needed this back when I first joined the Committee. I recommend Network to anyone on a Committee."

- Jennifer, Secretary