



## *Parent Committee*

**NKOOSH, which is an incorporated Association registered with the Department of Fair Trading, operates as a non – profit organisation.**

**A parent based Management Committee; (consisting of a President, Vice President, Secretary, Treasurer and lower committee positions), volunteer their time to oversee the smooth running of the centre. Committee meetings are held on a regular basis throughout the year (usually 6 per year) and parent participation is encouraged. Notices of meetings are displayed in the school newsletter and on the noticeboard in the centre.**

Joining a Parent Committee can be a rewarding way to become involved in your child's learning experience. We welcome the commitment, knowledge, participation and voluntary contribution each committee member brings to the schoolaged child sector.

Community involvement is the most successful way to deliver truly inclusive and responsive services, and we hope that your participation connects, empowers and enriches your experience with your child's early education.

We welcome the opportunity to partner with you to ensure the best outcomes for children and families in your local community. North Kiama OSHC is constantly striving for improvement in all of the services we deliver.

### ***PARENT MANAGEMENT COMMITTEE Your questions answered!***

We would like to take this opportunity to answer some of the more frequently asked questions that our Parents and Guardians have about our Child Care Centre.

#### **Is the centre privately owned?**

No. The centre building and land are owned by Dept of Education and leased to North Kiama OSHC.

#### **So who owns the business?**

You do! As a Non-Profit community organisation any parent or interested community person may join the Parent Management Committee and provide input into the running of the Centre and the decisions made to provide a quality Child Care service.

#### **Who runs the business?**

A management Committee is made up of a President, a Vice President, a Secretary and a Treasurer plus other ordinary members. As well as Parents and Guardians, these ordinary members may be representatives of North Kiama OSHC or other relevant and interested parties e.g. Family Services. The Management Committee makes decisions on where to spend funding, budgeting for the financial year and other matters concerning the upkeep, staffing and equipping of the Centre. The Committee also formulates and provides input into the policies of the Centre.

The Committee appoints a Director to take care of the day to day running of the Centre and an Administration Officer who takes care of the financial requirements of the Centre. The Director employs qualified personnel to staff the Centre.

#### **Who sets the fees for my Child Care?**

The Management Committee do. This means that you are able to have a direct input into the amount of money your fees cost – all parents are welcome to join us at any Meeting we hold to

have their say and to join the Committee if they would like to be able to vote and directly affect the outcomes of the meeting.

**Isn't a Child Care Centre a 'license to print money'?**

Unfortunately, no. We receive very little funding. This is why we supplement our income with regular fundraising events and activities and with our Yearly Equipment Fee.

**What if we don't have a Management Committee or any people who want to volunteer?**

The centre would be forced to close down. You can't have a business running itself – someone has to 'own' or manage the business. In a Non-Profit organisation this cannot be just one or two people but a 'Committee'. There is legislation on how a Management Committee is formed and what rights they have, plus the rules on how they can manage the organisation and financial obligations.

**But what if I don't have the time to be on the Committee?**

Generally speaking, ordinary members donate 1-2 hours every two months to a meeting. Free child care or babysitting is provided for all children, not just those who attend the centre, during these meetings. The Executive members may be required to put in an extra couple of hours depending on any matters arising.

All of us have children at the Centre because we are working parents; however, the chance to have a positive input into our children's experience is definitely worth an hour of our time per month.

**But I wouldn't be any good – don't know anything about running a business.**

You don't have to have any experience in running a business. Any parent who has to balance a weekly wage against expenses can formulate a budget! All parents are organisers – we have to be! So, your life skills and experience are worth a lot more than a professional qualification with no experience. Admittedly, it does help if you have some knowledge of basic bookkeeping in order to be the Treasurer, but it is not strictly necessary.

**I can't be bothered – it sounds to hard.**

You will be pleasantly surprised that being a Management Committee member is a positive and rewarding position rather than an onerous task. It can give you skills and insight into very different areas that will broaden your skill set.

**Can I have a 'test – drive'?**

Sure! All our Meetings are advertised in the newsletter. You are welcome to come and sit in on any of our meetings – or just to express your opinion over a particular issue that may be bothering you.

**When can I join?**

You can join at any time – all are welcome.

**Can I go straight to the top?**

Yes, of course! We hold an Annual General Meeting every year, at this time all Committee Members and Executive members step down. A new Committee is proposed and a new President, Secretary and Treasurer are appointed.

**What if I have more questions?**

If you have any questions on any area of the Management Committee please feel free to approach your Director, or any Management Committee member.

*Please come and join our committee!*