

Managing the handover meeting

Background

Unless the constitution says otherwise, the newly elected committee will need to start operating immediately. It is important they are provided with as much information and the necessary resources as soon as possible to ensure their future decisions are based on a strong working knowledge of the history and structure of the organisation and its current issues.

Overview

Who attends?

All members of the outgoing committee and the newly elected committee attend the handover meeting. It is important that outgoing members consider how they can make all new members feel welcome, which may include spending some time at the commencement of the meeting introducing each other and providing some information about the background of the organisation and the committee positions.

Purpose of the meeting

The handover meeting is usually considered a time for exchanging information rather than a formal meeting. However, it may be useful training to include some of the usual procedures used in meetings:

- An agenda will ensure that discussion is kept to the topic and all the necessary items are covered.
- The outgoing president could act as the chair and demonstrate meeting management to the newly elected president.
- Outgoing committee members can role model meeting etiquette and decision-making processes.

It is important that new committee members are familiarised with the centre's building and operations. Where appropriate, consider spending some time at the handover meeting showing them where they can locate files, resources, keys, light switches, alarm systems, kitchen supplies and anything else that may be specific to their role or your organisation.

Things to discuss

Community-managed early childhood organisations have a range of responsibilities. This will vary according to the organisation's management structure, but can include responsibility for management, licensing and funding and employment. It is important that some time is spent at the handover meeting to discuss and inform the new committee about their obligations and responsibilities as:

- **Manager (may vary according to agreements with external management bodies):** including policy development, implementation and review, service planning and delivery, financial management, strategic planning and any long-term

PROGRAM PARTNERS



Kindergarten Parents Victoria Inc. ABN: 39 058 205 158
Reg No: A0024070C PO Box 1246, Collingwood VIC 3066
Tel: (03) 9489 3500 Rural: 1300 730 119 Fax: (03) 9486 4226
Email: kpv@kpv.org.au Website: www.kpv.org.au

plans currently in place, roles and responsibilities of any subcommittees such as fundraising.


- **Licensee (if relevant):** including licence renewal and procedures, and governing legislation, such as the Children's Services Regulations 1998 and the *Children's Services Act 1996*, and the Service Agreement with Department of Education and Early Childhood Development.
- **Funded organisation (if relevant):** Independent committees will also need to be aware of their obligations as the funded organisation. The 'Victorian Kindergarten Policy, Procedures and Funding Criteria' (www.education.vic.gov.au/ocecd/childrens-services/vkp.html) outlines the funding that is available and the requirements of the funded organisation to access this funding. Some of these requirements include participation in ongoing quality assessment, annual user satisfaction survey, minimum hours and fee subsidy guidelines. The outgoing committee should provide the details of their surveys and quality assessment outcomes to the new committee to assist in their ongoing planning and delivery of the service.
- **Employer (if relevant):** including staffing, awards and conditions, rosters, pay processes, employment policies, professional development procedures, performance reviews, current staffing issues such as recruitment or validation. If the organisation uses Pay Line, refer to 'Welcome to Pay Line' handbook distributed to all users at the start of each year or contact Pay Line on 1300 763 652 to complete a change of authorised person form.

All committees, including site/advisory and independent committees, should also discuss:

- committee's relationship, including any relevant service agreements and contracts, with external organisations such as cluster manager or local government, church, DEECD, KPV
- office bearer general responsibilities—due to the complexity of responsibilities, it may be more useful for outgoing office bearers to also meet separately with their incoming counterparts, enabling them to explain the more specific requirements of their position and provide new members with time to ask questions
- general member responsibilities
- centre budget and financial arrangements
- meeting procedures—minutes, agendas, action sheets, reports, who attends, decision-making
- incomplete tasks
- importance of confidentiality
- available resources and where to go for further assistance.

Relevant legislation

- *Children's Services Act 1996:*
www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/46DCCD48B65CE62FCA25745D001FEEB0
- Children's Services Regulations 1998:
www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/7e27929

PROGRAM PARTNERS	
 Department of Education and Early Childhood Development	 Kindergarten Parents Victoria Inc
Kindergarten Parents Victoria Inc. ABN: 39 058 205 158 Reg No: A0024070C PO Box 1246, Collingwood VIC 3066 Tel: (03) 9489 3500 Rural: 1300 730 119 Fax: (03) 9486 4226 Email: kpv@kpv.org.au Website: www.kpv.org.au	

[611f1d5c2ca256dac00186f32/85be029449092e81ca257068007b49b9%21OpenDocument](#)

- Service agreements
- Industrial awards and agreements: www.wagenet.gov.au

Where to get more information

- A comprehensive Handover Checklist can be found in the KPV *Employer Management Manual*, Section 3, Appendix 5, or on KPV *GovernanceWorks* CD.
- KPV *CommitteeBasics* CD contains useful fact sheets about the roles of the committee and committee members. For a free download, visit www.kpv.org.au/page/view/cd-dvd-96/.
- KPV *CommitteeWorks* DVD is also a very useful tool for assisting new committee members to understand their role. It can be ordered from the KPV website: www.kpv.org.au.

PROGRAM PARTNERS



Department of Education and
Early Childhood Development



Kindergarten Parents Victoria Inc. ABN: 39 058 205 158
Reg No: A0024070C PO Box 1246, Collingwood VIC 3066
Tel: (03) 9489 3500 Rural: 1300 730 119 Fax: (03) 9486 4226
Email: kpvc@kpvc.org.au Website: www.kpvc.org.au