

# What next

## Background

Following the handover meeting, there may be some loose ends for the outgoing committee to tie up.

The new committee will also have some tasks to do to ensure a good start for their term of office.

## Overview

### *Outgoing committee*

It is important that committees treat their successor the way they wish they had been treated at the beginning of their term.

The outgoing committee members should consider how they can best assist the newly elected committee. This may include:

- acting as a mentor for as long as is required
- being available as a sounding board
- spending time passing on the knowledge and insights they have acquired
- ensuring that all individual tasks have been completed and committee member operational folders are organised.

### *New committee*

The first meeting of the new committee would normally take place within four to six weeks of the Annual General Meeting. To ensure the meeting is valid, the committee should check the constitution to clarify the quorum requirements for committee meetings.

If you are a site/advisory committee, the agenda for the first meeting should include:

- reading the service agreement
- clarifying the roles and responsibilities of the external manager and the site/advisory committee
- completing any documentation required by the external manager. If you are an independent committee, the agenda for the first meeting should include:
- Confirming that all licensing requirements have been completed, such as nomination of licensee representative and completion of 'Change of Advice Form for the Department of Education and Early Childhood Development' (DEECD).
- Familiarisation with any service agreements, such as DEECD, for funding and licensing. There may also be agreements with local government for the use of the building, or church if the centre is located on church premises.

All committees should also:

- Confirm that all financial requirements have been completed, including:

- change of signatures for bank accounts—ensure old signatures are removed from all accounts.
- any store accounts held by the organisation may need to have authorised signatures changed.
- All committee members read the committee member declaration and sign a confidentiality agreement.
- Determine future committee meeting dates and times.
- Set up complaints and staffing subcommittees (where the committee is the employer) as per policy guidelines, as well as any other subcommittees that may be required. Ensure the terms of reference are clearly minuted.
- Determine the delegation of authority for executive members to make decisions in an emergency between meetings. Ensure this is clearly minuted.
- Prepare and distribute the list of committee names and contact details.
- Remind and encourage all committee members to register to receive the KPV ENews at [www.kpv.org.au](http://www.kpv.org.au).
- Continue recruiting new committee members if there are still vacancies following the AGM. These vacancies are considered casual vacancies and the committee should refer to the constitution for guidelines regarding the procedures for filling them.
- Follow-up any unfinished business from the previous committee.
- Watch KPV's *CommitteeWorks* DVD as either a group or individuals. Order from [www.kpv.org.au/page/view/cd-dvd-96/](http://www.kpv.org.au/page/view/cd-dvd-96/).
- Plan to attend governance training provided by KPV.
- Download and read *CommitteeBasics* information sheets from [www.kpv.org.au/page/view/cd-dvd-96/](http://www.kpv.org.au/page/view/cd-dvd-96/).

The KPV Yearly Planner is a very useful planning resource for committees of management in early childhood organisations. It is sent to all members and can be downloaded from the KPV website.

## Relevant legislation

- *Children's Services Act 1996*:  
[www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/46DCCD48B65CE62FCA25745D001FEEB0](http://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/7e27929611f1d5c2ca256dac00186f32/85be029449092e81ca257068007b49b9%21OpenDocument](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/7e27929611f1d5c2ca256dac00186f32/85be029449092e81ca257068007b49b9%21OpenDocument)

## Where to get more information

- The association's constitution will state the responsibilities of the new committee following handover.
- The new committee will also need to be aware of their responsibilities in relation to all legal and service agreements related to early childhood services such as the service agreement with DEECD.

- Committees who are the funded organisations should refer to the 'Victorian Kindergarten Policy, Procedures and Funding Criteria.' Download this from [www.education.vic.gov.au/ocecd/childrens-services/vkp.html](http://www.education.vic.gov.au/ocecd/childrens-services/vkp.html).
- KPV *Employer Management Manual*, Section 3.10
- KPV *GovernanceWorks* CD: [www.kpv.org.au](http://www.kpv.org.au)

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