



Governance Tips

Helping you stay on track

Issue No. 3, May 2008

Open Days

This is the time of year when centres plan and conduct open days for prospective families. Open days offer a great opportunity to share information regarding your program, community and how the centre is managed. Families will want to know about program options, fees and enrolment procedures. However, operational hours and fees can vary from year to year depending on the numbers of children enrolled and community need, so make sure that families are advised they may vary for the following year. If possible, provide a timeline of when the budget and therefore operational hours and fees for the following year will be finalised. Having this information available to families at open days may assist them to make an informed choice about the service which best suits their needs.

To foster parent involvement, consider having committee members available to speak to prospective families or provide information regarding the committee of management. This could be a short presentation or a visual display of the committee and families working at the centre, highlighting the positive benefits of parents having an active role in the centre community. From their initial contact, families will then develop awareness that the centre is community managed with many opportunities to participate in centre activities, including the management committee.

Take time to check on the health of your committee

'A healthy committee of management or board is integral to the success of any community organisation.'

Our Community

By this stage of the year most committee members are starting to settle into their roles and becoming more confident in decision making and planning. Having survived those first few months, met new people, gained lots of new knowledge, developed an understanding of policies, procedures and legal issues and possibly even felt overwhelmed at times.

Now is a good time for all committee members to take some time to reflect on how they are going as individuals and as a group. There is enough time before the AGM to work on areas that need strengthening.

Provide all committee members with a copy of this checklist, find a volunteer to collate the responses and lead a discussion at the next meeting. One way of doing this is to consider the common themes or strong feelings and identify what is great about the committee and areas needing improvement. This will help ensure your experience of being on the committee is a positive one and that the committee is working effectively and efficiently in the best interests of the organisation



Kindergarten Parents Victoria Inc.
ABN: 39 058 205 158 Reg No: A0024070C
PO Box 520, Northcote VIC 3070
Tel: (03) 9489 3500 **Rural:** 1300 730 119 **Fax:** (03)9486 4226
Email: kpv@kpv.org.au **Website:** www.kpv.org.au

**develop
promote
sustain
early childhood education**

Governance Tips

.../continued

	Strongly Agree	Agree	Disagree	Strongly Disagree
1 The size of the committee complies with the constitution.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Organisation – good representation, no-one is too busy or bored.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 There is a wide range of skills among committee members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Committee members are encouraged to utilise their skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Committee members have a copy of, or easy access to, the organisation's constitution and policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Committee members have a clear understanding of their role on the committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Committee members have a clear understanding of their responsibilities of the committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Committee is aware of and has mechanisms in place to comply with relevant legislation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Committee members understand the requirements of all funding and service agreements, e.g. DEECD, local government, cluster manager.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 The committee is participating in ongoing evaluation of the centre.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 All committee members are regular attendees and prepare for committee meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 Committee members participate in discussions and decision making, listening to and respecting other people's opinions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 Committee members work well as a team with personal differences put aside for the sake of the organisation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 The committee is well lead but not dominated by one person or group of people. All views are treated equally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 An accurate and informative financial report is considered at each committee meeting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 A budget has been developed and is monitored at each monthly meeting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17 Committee members understand their obligations in relation to good financial management.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 Meeting commence on time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 An agenda is followed at committee meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 Meetings finish on time and are not too lengthy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 Committee members share the workload, are reliable and complete assigned tasks on time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22 The committee has commenced planning for next year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23 Sub committees, including a grievance / complaints and staffing (if committee employs staff), have been informed with clear guidelines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24 The committee communicates well with the members of the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25 The committee is aware of and uses the resources available to them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Kindergarten Parents Victoria Inc.
 ABN: 39 058 205 158 Reg No: A0024070C
 PO Box 520, Northcote VIC 3070
Tel: (03) 9489 3500 **Rural:** 1300 730 119 **Fax:** (03)9486 4226
Email: kpv@kpv.org.au **Website:** www.kpv.org.au

**develop
 promote
 sustain
 early childhood education**