



Kangaroo Island Children's Services Inc

GOVERNING COUNCIL

Would you like to join our governing council?

When you volunteer to be a member of our community-based Governing Council, you are participating in a valuable community service

As a volunteer, you have rights, including:

- To be listened to
- To be provided with relevant support and information
- To not have excessive demands placed on your time

You also have responsibilities:

- To attend meetings regularly
- To abide by committee decisions
- To be reliable and carry out tasks as promised
- To understand and support the centres' philosophy and policies
- To be realistic about your commitments

Governing Council is responsible for the management of the service (Pre-School and Childcare) including staffing, financial planning and decisions and policy making. (Pre-school staff are employed by DECD, Childcare and Administration are employed by Governing Council.

To help the Council to run smoothly and to distribute the work load, sub-committees are formed to carry out specific tasks.

Examples of sub-committees are:

- Finance and staffing
- Grounds
- Fundraising
- Policy

Interested members of Council can form these sub-committees, other people who are not on Council but have a particular area of interest or expertise may like to participate on a sub-committee.

Office bearers are elected annually at the AGM. The usual office bearers are:

Chairperson— ensures that the committee functions in an effective and friendly manner. This includes starting and finishing meetings on time, ensuring all members have the opportunity to participate and the work load is distributed as evenly as possible. It can be advisable to have a deputy Chairperson to take over in case of an absence.

Treasurer— ensure that the services' finances are managed in a responsible manner, including helping to formulate an annual budget, reporting to Council each month, assisting the Clerical Officer in the financial area and helping to ensure that the legal financial requirements are met.

Secretary—ensures that accurate records (other than financial) are kept of the services' business including minute taking, receiving correspondence and writing letters on behalf of Council.



Kangaroo Island Children's Services Inc

The Executive of the Council usually comprises of the Chairperson, Treasurer and Centre Director. The main task of the Executive is to support the Director with management decisions which need to be made urgently between Management meetings.

The governing Council meets monthly at 7:00pm, 50 Buller Street, Kingscote.