

## Managing a Successful Committee

PRESIDENT/SECRETARY INFORMATION SESSION  
2010



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## DUTIES TO FINISH NOW



- List of Office Bearers form
- Group Membership form
- AR form
- Change Signatories form
- CPS Delegate

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## The traditional Role of the PPA



- |                              |                                  |
|------------------------------|----------------------------------|
| ■ Financial                  | ■ Executive and General Meetings |
| ▪ Resource Donation          | ▪ CPS Delegate                   |
| ▪ Fundraising                | ▪ Playgroups/<br>Playschools     |
| ▪ Insurance                  | ▪ Inventory                      |
| ▪ CPS Affiliation fees       | ▪ Self Help Projects             |
| ■ Communication with parents |                                  |

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### What is the PPA now?



- You are a community organisation
  - Common ground
  - Shared experiences
  - Shared concerns
- What do you do?
  - Social planning
  - Social action
  - Social development
  - Or a bit of of all three?

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### If I only KNEW that before!



- Take it slow
- Listen
- Stars are further away than they appear
- Share the load
- Look for alternatives
- Find common ground
- Be connected

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### Getting Organised



- Constitutions?
- Executive committees?
- Meetings?
- Finances?
- Difficult people?

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 **Constitutions**

- Standard constitution for all P.A.'s to adopt
- What is a Constitution?
- Certificate of Incorporation
- Responsibilities to the Office of Regulatory Services

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 **Executive Committees**

- President
- Secretary
- Treasurer

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 **Meetings**

- Purpose of Meetings
- Quorum
- Guest speakers
- Ample notice of meetings

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**Types of Meetings** 

- Annual General Meetings
- Executive committee meetings
- General Meetings
- Special Resolutions require 21 days notice

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**The Agenda** 

- Welcome
- Apologies
- Minutes of previous meeting
- Business arising from minutes
- Correspondence
- Business arising from correspondence
- Reports
- General business
- Any other business
- Meeting closure

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**Reports** 

- Written and not verbal
- Should be “moved” and “seconded” and agreed upon.
- Types of reports
  - President
  - Treasurer
  - CPS Delegate
  - Fundraising Committee
  - Teacher

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**Taking Minutes** 

- Not verbatim
- Follow Agenda
- Motions to be “moved and seconded” and agreed to  
(refer Attachment 5)
- Correspondence
- Finalise minutes asap after a meeting
- Distribute
- Action List  
(see example Attachment 4)

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**Duties Of Public Officer** 

- Must be of good character
- Must reside in the ACT
- Must be over the age of 18 years
- Must have no criminal conviction for which a jail term of three months or more has been served
- The public officer must liaise with the Office of Regulatory Services

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**Any Concerns?** 

- Resource Donations & Voluntary Contributions
- Making good decisions
- Making it Successful Workshop covers ...
  - Collaboration
  - Managing conflict
  - Volunteers

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The Resource Donation



- What do we resource
- Voluntary contributions to the school board?
- Consistency
- Confidentiality
- Funding

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Resources to help



- Canberra Preschool Society:
  - [www.canberrapreschools.org](http://www.canberrapreschools.org)
  - [canberrapreschools@bigpond.com](mailto:canberrapreschools@bigpond.com)
- Preschool Parent Association Guide?
- Preschool Constitution
- Minutes of previous meetings
- Departmental website:  
[www.det.act.gov.au](http://www.det.act.gov.au)

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