



Dear Parents,

In preparation for our **2014 Annual General Meeting**, we would like to give you some information about our Management Committee.

A wonderful partnership occurs here at St Mark's with the parents having an opportunity to serve on our Committee. This Committee is made up of five church members and four parent members.

The Committee meets the first Monday of every month between 6.30pm – 8.30pm. The role of the Committee is to oversee the Governance of the Centre's operation.

Our Committee over the past 30 years has always had a strong cohesion in its purpose, and that is providing a quality and loving environment for children, their families and staff. It is great to have this strong parent input to plan and make decisions that concern the welfare of the children and Centre at large.

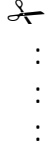
Nominations for parent members are received from members of the Association. Nominations for the Committee are required by 5pm **Monday 3rd March 2014**.

The Annual General Meeting date is Monday 10th March 2014 at 6.30pm, to be held within the Early Learning Centre.

At this meeting, the members of the Association (parents or church members of St Mark's) will vote in support of the committee and of the executive positions for the coming year, being President, Vice-President, Secretary, Vice-Secretary and Treasurer. Information on nominees will be available prior to the meeting.

We look forward to another year of working harmoniously together in partnership.

Fay Costi
Centre Director.



ST MARK'S LUTHERAN PRESCHOOL AND CHILD CARE ASSOCIATION
(for St Marks Early Learning Centre)

NOMINATION FOR THE GOVERNANCE COMMITTEE, 2014

Parent representation on the governance committee: Four persons to be elected by the AGM of Members of the Association, 6.30pm Monday 10th March 2014

According to Articles 6(c) and 6(d) of the Constitution, nominations are called for the four (4) positions on the governance committee.

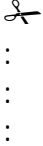
*I PROPOSEAS A MEMBER OF THE
COMMITTEE OF THE ST MARK'S LUTHERAN PRESCHOOL AND CHILD
CARE ASSOCIATION FOR 2014*

SIGNED: (Proposer) Date

I HEREBY ACCEPT NOMINATION FOR THE ABOVE POSITION

*SIGNED: (Nominee)
Date*

*The Proposer and Nominee should both be members of the Association.
This form is to be submitted at St Mark's reception by 5pm Monday 3rd March 2014
for the Association Secretary Elaine Forster*



ST MARK'S LUTHERAN PRESCHOOL AND CHILD CARE ASSOCIATION
NOMINATION FOR OFFICE BEARERS OF THE ASSOCIATION'S
GOVERNANCE COMMITTEE, 2014

*According to Articles 6(c) and 6(d) of the Constitution,
nominations are called for four (4) positions*

- President*
- Vice-president*
- Secretary*
- Vice-Secretary*
- Treasurer*

I nominate

SIGNED: (Proposer)
Date

I hereby accept nomination for the above position

SIGNED: (Nominee)
Date

*The Proposer and Nominee should both be members of the Association.
This form is to be submitted at St Mark's reception by 5pm Monday 3rd March 2014
for the Association Secretary Elaine Forster*



**Notice of 43rd Annual General Meeting of ST MARK'S LUTHERAN
PRESCHOOL AND CHILD CARE ASSOCIATION
(St mark's Lutheran Early Learning Centre)**

The Annual General Meeting is to be held **Monday 10th March 2014
at 6.30pm**

Venue: the Early Learning Centre.

Elaine Forster, Secretary
4 February 2014

Agenda

1. Opening welcome and prayer
2. Apologies
3. Confirmation of minutes of the 42nd Annual General Meeting,
22nd April 2013
4. President's report
5. Treasurer's and auditor's reports, including the Audited Financial
Report
6. Director's report
7. Election of Four Committee Members
8. Election of Office Bearers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Vice-Secretary
 - e. Treasurer
9. Election of Auditor
10. General Business
11. Vote of thanks
12. Prayer and Close of Meeting

Program for 10th March 2014

1. Welcoming drinks and nibbles. All Welcome! 6pm – 6.30pm
2. AGM 6.30 – 7pm
3. Parent forum, chaired by Billie Gordon 7pm – 7.30pm

Summary position descriptions for Committee members and Office Bearers

Committee members

- Attend monthly meetings of the governance committee (first Monday of every month, 6.30pm)
- Participate in decision-making, in strategic planning and goal-setting that supports the management of the St Mark's Lutheran Early Learning Centre
- These are to ensure
 - A safe and supportive Christian environment for children, families and staff
 - There is legislative compliance in all areas
 - Sustainable and accountable financial management
 - Local community needs are serviced and reflected
 - Links are built with the local community and St Mark's Lutheran Church, Mt Gravatt and the schools and colleges of the church
 - Oversight of selection and recruitment of staff
 - Buildings, structures and playgrounds are maintained
 - Hazards and risks are managed
 - Oversight of marketing of the Centre

Everyone has skills and knowledge which can contribute to the efforts of the governance committee. You will be welcomed and valued.

President

(Also known as chairperson)

- Chairs the annual general meeting, meetings of the governance committee and special meetings
- Provides leadership, guidance and motivation to the group
- Acts with an inclusive perspective
- Delegates tasks to others
- Receives and provides communication on governance matters to relevant external organizations such as Lutheran Church of Australia (Queensland District), Queensland Lutheran Early Childhood Services
- Keeps open communication with committee members, the Director, the local congregation (St Mark's Lutheran Church) and pastor

Skills: comprehensive experience of the service of St Marks Early Learning Centre and the governance committee, good communicator, collaborator, assertive, kind, enthusiastic, shows initiative, accepts responsibilities, ability to mentor new committee members and office-bearers

Vice President

- Acts as the chairperson when in the absence of the president
- Provides support to the president, and the committee
- Works on tasks within sub-groups as needed

Skills: good communicator, collaborator, assertive, kind, enthusiastic, shows initiative, accepts responsibilities

Secretary

- Writes and distributes meeting agendas
- Gives notice of AGM and governance committee meetings and of any special meetings
- Minutes meetings and distributes these to committee members and the Director
- Communicates with President for listing inward and outgoing mail
- Maintains committee records
- Assists the Centre's administration in maintaining a Membership Register

Skills: computer skills, good communicator, collaborator, assertive, kind, enthusiastic, shows initiative, accepts responsibilities

Vice Secretary

- In the absence of the secretary, minutes meetings and distributes these to committee members and the Director
- Assists the Secretary and committee with tasks as delegated

Skills: computer skills, good communicator, collaborator, assertive, kind, enthusiastic, shows initiative, accepts responsibilities

Treasurer

- Oversight of financial records
- Accountable for accounting processes, banking, grants acquittals, BAS, funding documentation
- Accountable for correct payroll records, payroll and superannuation payments
- Assists with collection of bad debts
- Prepares Annual Financial Statement for the Auditor
- Presents a monthly financial report of income and expenditure against budget
- Prepares the Annual Budget

Skills: financial skills, good communicator, collaborator, precise, assertive, kind, enthusiastic, shows initiative, accepts responsibilities

Members of the governance committee

- Act with honesty, trust and integrity, due diligence and care
- Act in the best interest of the St Mark's Early Learning Centre to ensure a safe and supportive Christian environment for children, families and staff
- Keep confidential information private including deliberations of the governance committee: maintain confidentiality of all discussions and committee business
- Understand the difference between governance and management
- Act in a manner supportive of the committee members and the Director
- Understand their legal, ethical and moral responsibilities
- Keep up-to-date with early childhood sector and governance issues and requirements
- Participate in collaborative, open, respectful discussion and decision-making
- Listen well, exercise discretion and tolerance
- Follow meeting protocols
- Support the committee as a whole, honoring decisions made.
- Express opinions in the meeting
- Share their knowledge and skills
- Declare any conflict of interest
- Share the workload
- Receive and keep meeting records
- Acknowledge receipt of and respond to email communications that pertain to governance issues between meetings
- Prepare for each meeting
 - Read material sent prior to each meeting
 - Understand duties and roles
 - Be punctual
 - Attend as many meetings as possible
 - Seek additional information