



Gunnedah Preschool

35 Elgin Street
(PO Box 161)
Gunnedah NSW 2380
Ph: 02 67421002

Email: info@gunnedahpreschool.org.au

General Board members:

Role:

Collaborate effectively with other committee members, director, staff and the community to further the Preschool's mission.

Responsibilities:

- Represent the committee in developing and maintaining a professional relationship with staff
- Actively participate and attend each committee meeting and function. If unable to attend, apologies must be received with sufficient notice.
- Communicate effectively with all Preschool staff and committee members; during meetings and when on site at the Preschool, maintaining an open and clear line of communication between staff and management
- Regularly check emails and other communication sources to ensure communication continues between meetings.
- Assist in the development of policies, documentation, strategic plans and other developing frameworks to assist the Director of Gunnedah Preschool.
- Support the committee to manage paid employees including but not limited to advertising and interviewing for new staff as required

Attributes:

- Be able to conduct yourself in a professional manner
- Ability to be confidential
- Have an understanding of the committee constitution, rules and duties
- Be able to listen to the feedback and views of members and other interested parties.

- Be a person who can develop good relationships internally and externally.
- Be able to work collaboratively with other committee members