



Gunnedah Preschool

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Vice President:

Role:

The Vice President of Gunnedah Preschool will support the President in providing leadership to the committee and Preschool staff. This includes collaborating effectively with committee members and preschool staff. The Vice-President will step into the President's role in their absence.

Responsibilities:

The Vice President of Gunnedah Preschool has the following responsibilities;

- In any event that the President is unable to fulfil their duties, the Vice President will step into that role.
- Chair committee meetings in the President's absence, ensuring that the meeting follows an agenda and is correctly recorded with minutes being archived.
- Provide leadership and guidance to committee members and ensuring strong committee and Preschool morale.
- 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
- Ensure procedures and documentation is in accordance to the constitution.
- Ensure action items and resolutions are carried out.
- Fulfil such other duties as the committee may require.

Attributes:

- Have an understanding of the committee constitution, rules and duties
- Have a background in Education, to be able to provide guidance and leadership to the committee.
- Be able to listen to the feedback and views of members and other interested parties.
- Be a positive role model and competent public speaker
- Have the ability to forward plan and lead Gunnedah Preschool to reaching its desired short term and long term goals.
- Be a person who can develop good relationships internally and externally.
- Be able to work collaboratively with other committee members.