**Committee Roles and Responsibilities**

**The information below may be helpful in thinking about the tasks and responsibilities that you need for your playgroup. The tasks required by groups will vary depending on the set-up, structure and needs of your playgroup.**

**President /Chairperson/Group Leader**

* Spokesperson and motivator for the playgroup
* Chairperson for committee meetings
* Sets agenda for meetings with the Secretary
* Often a signatory on playgroup bank accounts
* Ensures decision-making is democratic
* Is familiar with the policies and processes of the playgroup and works with committee and members to make sure they are in place and followed
* If the playgroup is incorporated the President will also:
  + Be familiar with their playgroup constitution
  + Prepare a written report for the Annual General Meeting if required
  + Ensure an annual financial report is provided to the playgroup members
  + Sign official documents such as Leases

**Vice President**

* Assists and supports the President
* Chairs meetings if the President is absent
* Takes on responsibilities as requested by the President
* Is usually someone who may be considering the President role in the future.

**Secretary**

* Responsible for the playgroup’s documents and records
* Takes and distributes minutes of meetings
* Lists all correspondence received in the minutes
* Prepares action sheet for who and what is to be done as decided by the committee
* Sets meeting agendas with the President
* Notes all correspondence and keeps it on file
* Replies to correspondence as directed by the committee
* Notifies all members of meeting times and dates
* Distributes information to the playgroup members as required

*Note: Having access to a computer and the internet may be helpful for people taking on this role, however it is not essential and there may be other ways of doing the role that will work for your group.*

**Treasurer**

* Maintains the financial records of the playgroup
* Plans and reviews the budget in consultation with other committee members
* Ensures that fees and other funds are collected, recorded and banked as appropriate
* Presents a financial statement of all incoming and outgoing monies at committee meetings and to other organisations as required
* Responds to questions about the financial report and comments on the financial status of the playgroup
* Contributes to discussion and advises on planned expenditure and future financial needs of the playgroup
* If the playgroup is incorporated the Treasurer will also need to prepare an Annual Financial Statement for the playgroup’s AGM and may be required to provide financial information to the Department of Mines, Industry Regulation and Safety.

**Session Leader/Representative**

* Represents their playgroup session at meetings and committee meetings
* Provides feedback to their playgroup session from committee meetings
* Organises a range of activities and tasks for their session eg collects the key, organises rosters, collects fees, welcomes new families to the session

*Note: To help spread the workload this role can be shared by more than one person people attending the same session or can be rotated across a number of people throughout the year. In this way no one person need feel pressured to attend every session.*

**Enrolment Officer**

* Receives enquiries from new members
* Provides information to new families about the playgroup and advises on available places.
* Allocates families to playgroup sessions at the beginning of each year
* Keeps a list of all families attending playgroup sessions
* Keeps names and phone numbers of families on waiting lists and/or refers them on to other playgroups or to Playgroup WA
* Advises the committee or management group about playgroup numbers, session numbers and makes recommendations about any changes required