Committee Roles and Responsibilities

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

**Most playgroup constitutions will require three Office Bearer positions (President, Secretary and Treasurer) and one other committee member. Playgroups can choose to designate a role to the non-office bearer position, eg enrolment officer, social media coordinator, fundraising officer, etc, or they remain a general committee member.**

**President /Chairperson**

* Contact person for Playgroup WA Development Officer.
* Spokesperson and motivator for the playgroup.
* Be familiar with their playgroup constitution.
* Ensures constitution is being followed by playgroup.
* Convenor and Chairperson of committee meetings.
* Sets agenda for meetings with the Secretary.
* Prepare a report for the Annual General Meeting.
* Ensures decision-making is democratic.
* Often a signatory on playgroup bank accounts.
* Is familiar with the policies and procedures of the playgroup and works with committee and members to make sure they are in place and followed.
* Sign official documents such as Leases.

**Vice President** *(This is not a mandatory position, some playgroups have removed it from their constitution)*

* 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.
* Maintains the register of members and recording in the register any changes in the membership, as required under section 53(1) of the Act.
* Maintains an up-to-date copy of the constitution, as required under section 35(1) of the Act.
* Maintains a record of committee members and other persons authorised to act on behalf of the Playgroup, as required under section 58(2) of the Act.
* Ensuring the safe custody of any records or documents associated with the affairs of the Playgroup, other than the financial records.
* Sets meeting agendas with the President.
* Notifies all members of meeting times and dates.
* Maintains full and accurate minutes of committee meetings and general meetings.
* Lists all correspondence received in the minutes.
* Replies to correspondence as directed by the committee.
* Prepares action sheet for who and what is to be done as decided by the committee.
* Distributes information to the playgroup members as required.
* carrying out any other duty given to the secretary under these rules or by the committee.

**Treasurer**

* Maintains and ensures safe custody of the financial records of the playgroup.
* Plans and reviews the budget in consultation with other committee members.
* Contributes to discussion and advises on planned expenditure and future financial needs of the playgroup.
* Ensures that fees and other funds are collected, recorded and banked as appropriate.
* Ensures authorised payments are made on time.
* Presents a financial statement of all incoming and outgoing monies at committee meetings and general meetings, and to other organisations as required.
* Responds to questions about the financial report and comments on the financial status of the playgroup.
* Submit an Information Statement (within 6 months of AGM) to the Department of Mines, Industry Regulation and Safety via Associations Online.
* May update the Playgroup WA portal with member details and payment.

***Additional Optional Roles***

**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.
* 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.
* Updates the PGWA portal with members details to register them for PGWA insurance after consultation with treasurer that payment has been received.

**Session Leader/Representative**

* Represents their playgroup session at meetings and committee meetings.
* Provides feedback to their playgroup session from committee meetings.
* Welcomes new families to the session.
* Brings out attendance sheet for records.
* Organises a range of activities and tasks for their session eg who opens up and closes, key or swipe card collection, cleaning, craft, rosters, etc.

*Please note: To help spread the workload this role can be shared by more than one person 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.*

**Other option roles may include Social Media Coordinator, Grants Coordinator, Fundraising Coordinator, Maintenance Coordinator, Purchasing Officer etc.**