

COMMITTEE OF MANAGEMENT RECRUITMENT POLICY

Best practice QA 7

PURPOSE

To recruit individuals to the Committee of Management who are a representative of the local community and have a demonstrated ability to contribute positively to the operations of Gumnuts Early Learning Centre (GELC).

POLICY STATEMENT

The Committee of Management aims to maintain and record a membership, with a balance of expertise in all areas of operation of GELC.

Proposed candidates to the Committee of Management must:

- Act with integrity and diligence in accordance with GELC policy and general wellbeing of the association.
- Demonstrate commitment to the Philosophy of GELC and its application.
- Have ability willingness to contribute positively to the governance of GELC.
- Express a desire to be actively involved in Committee of Management activities such as but not limited to strategic planning, financial management, policy development implementation and review, fundraising and employment of senior staff.
- Be prepared to become familiar with the day to day activities of GELC.
- Be willing to commit to regularly attending Committee of Management meetings.
- Be willing to support other members of the Committee of Management and all staff.

The Committee of Management will be comprised of a President, Vice President, Secretary, Treasurer and no more than 3 general committee members. If required the committee may form a sub-committee for actioning specific/extraordinary tasks as required.

The Committee of Management will meet a minimum of six times per calendar year.

The Committee of Management may grant a Committee member a leave of absence from committee meetings for a period not exceeding three months.

Related Service policies and documents

- Association Rules of GELC
- Corporate Governance charter
- Nomination for a Committee position form
- Conflict of Interest Policy
- Access and Equity Policy

PROCEDURES

The Committee of Management shall regularly review its composition to ensure a balance of expertise, experience and diversity.

Prior to the Annual General Meeting, the Committee of Management shall actively recruit suitable candidates for Committee positions via a range of mediums such as (but not limited to) advertising in the newsletter, email, posters on noticeboard and speaking to potential nominees.

Nominations of prospective members to the Committee of Management must be formalised via completion of the "*Nomination for a Committee Position*" (attachment 1) form prior to the Annual General Meeting.

If vacancies occur in the period between Annual General Meetings, additional members may be elected to fill casual vacancies.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from educators, staff, parents/guardians, children, members, management and all affected by the policy regarding its effectiveness
- Keep the policy up to date with current legislation, research, policy and best practice
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any significant change to this policy or its procedures.

ATTACHMENTS

List all attachments included in this policy.

- Attachment 1 (*Nomination for a committee position*)

AUTHORISATION

The policy was adopted by the Committee of Management GELC on 26th July 2017

REVIEW DATE: 2020



ATTACHMENT 1

COMMITTEE POSITION NOMINATION FORM

For a person to be nominated for a committee position at the AGM, they must ensure that they are a current member of the association. As stated in the association rules, a person's membership must be approved at least 10 days prior to the AGM for them to be entitled to vote. This committee nomination form must be received at least 14 days prior to the AGM.

Nominee's Name: _____ Date of nomination: _____

Position nominating for (please circle one):

President

Vice-President

Treasurer

Secretary

General Committee

(3 positions available)

Postal address: _____

Preferred contact number: _____

Email address: _____

PLEASE RETURN COMPLETED FORM TO SECRETARY AT YOUR EARLIEST CONVENIENCE

TO BE COMPLETED BY COMMITTEE OF MANAGEMENT

Nomination moved by: _____

Nomination seconded by: _____

Yes No Nominee confirmed as current member of the association

Yes No Recorded in Committee of Management meeting minutes

Secretary Signature: _____ Date Signed: _____