



**POINT COOK PLAYGROUP Inc.**

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## **1. Point Cook Playgroup Inc - Statement of Purpose**

Point Cook Playgroup Inc is a not-for-profit incorporated association whose members attend a playgroup at the Jamieson Way Community Centre. All members are protected by Incorporation.

The Point Cook Playgroup Inc is managed by a volunteer Committee of Management, which is elected at the Annual General Meeting (AGM). Each group is bound by the Rules and Regulations of the Point Cook Playgroup Inc but is otherwise autonomous and decisions are made by democratic vote. The Committee of Management oversees the management of each group and works with the Enrolment Officer to allocate new members to each session.

The Wyndham City Council owns the Jamieson Way Community Centre. The Jamieson Way Committee of Management manages the daily operations of the centre. Point Cook Playgroup Inc. pays rental to the Jamieson Way Committee of Management for the hire of the main hall for each session. Any issues with the main hall, toilet, kitchen, health and safety, maintenance etc. are to be referred to the Point Cook Playgroup Inc Committee of Management to bring to the attention of the Jamieson Way Committee of Management. The group leaders for each session will be notified of any outcomes and will be required to relate this information back to their group.

Point Cook Playgroup Inc is responsible for the upkeep and safety of all areas of use i.e. main hall, outdoor area & kitchen. Point Cook Playgroup Inc purchases basic art materials, toys, cleaning goods and is responsible for the maintenance and repair of toys.

Any changes to this statement must be approved by Point Cook Playgroup Inc members at a Special General Meeting.

## **2. Qualification for Membership**

Qualification for membership of the Point Cook Playgroup is classified as the parent/guardian/carer of a child/ren 0 – 5 years of age and who has paid the relevant fees and insurance.

## **3. Register of Members**

The Secretary must keep and maintain a register of members containing the name and address of each member. The information regarding an individual member on the register is available for inspection free of charge upon request by that member.

### **3.1 Custody and inspection of books and records**

- Except as otherwise provided in these Rules, the secretary must keep in his or her custody or under his or her control all books, documents and securities of the Association.
- All accounts, books, securities and any other relevant documents of the Association must be available for inspection free of charge by any member upon request
- A member may make a copy of any accounts, books, securities and any other relevant documents of the Association

## 4. Enrolments

### 4.1 Time of Enrolment

Enrolments will take place at the Annual General Meeting (AGM) in November each year. Existing members have preference i.e. a reserved spot, as long as they attend the AGM to confirm their place. Members may re-enrol via proxy on a one-to-one basis i.e. Proxies may re-enrol for one other member only. Group Leaders or any other members are not permitted to bring re-enrolment forms and fees for their whole group. Anyone who wishes to join the playgroup after the AGM must contact the Enrolment Officer.

### 4.2 Ongoing Enrolments

Should a position become available in a session the group leader must inform the Enrolment Officer as soon as possible so it can be offered to another person. When groups are full, a waiting list is kept.

Where reasonable, a family should attend at least 50% of the sessions each term. If any family does not attend Playgroup for three consecutive weeks without advising the group leader they may forfeit their place.

### 4.3 Enrolment forms

At the time of enrolment in Point Cook Playgroup Inc, each family completes an enrolment form and is provided with a copy of the Point Cook Playgroup Inc Guidelines. The Enrolment Officer stores the enrolment forms.

## 5. Fees

There are two types of fees being the Playgroup Victoria annual insurance fee and the term fees. All fees are non- refundable.

### 5.1 Playgroup Victoria Annual Insurance Fee - what it covers

Playgroup Victoria sets the annual insurance fee. It provides membership to Playgroup Victoria and insurance cover to the family whilst they are at playgroup. This includes all members of the immediate family including school-aged children who may attend for any reason e.g. curriculum day.

For the full policy please refer to the Playgroup Victoria website [www.playgroup.org.au](http://www.playgroup.org.au) member no. 38806.

All members of the Point Cook Playgroup Inc are protected by the Associations Incorporation Act and by Public Liability Insurance.

Every parent is responsible for their child and must supervise them closely. Any injuries need to be reported to the Committee of Management and recorded in the accident injury book for insurance purposes. A basic first aid kit is kept in the playgroup storeroom.

Families must pay the insurance fee before the commencement of the first session.

Professional caregivers such as registered Family Day Care Providers, nannies and integration aids are deemed one family. Informal carers, other than immediate family i.e. mother, father, are not deemed family for insurance purposes and must register as a separate family if attending more than once. Where the child's name differs from the adults they must be registered together e.g. Smith/Brown.

## **5.2 Collection of Insurance Fees**

The Treasurer in association with the Group Leaders collect insurance fees either at enrolment at the AGM or during the term as new members enrol. The Treasurer banks all monies received and issue a receipt to members. The family is considered insured from the date of the receipt.

## **5.3 Term Fees**

Term fees are set by the Committee of Management at the AGM each year.

## **5.4 Collection of Term Fees**

All members wishing to return in the following term must pay the appropriate fees two weeks prior to the end of the current term. Prospective members may attend one session as a visitor and are then required to pay the appropriate fees by commencement of the next session.

Term fees are to be paid to the Treasurer and a receipt will be issued. Playgroup monies are covered by insurance for a 24-hour period following its collection provided it is cared for in a reasonable manner. Any monies received by the Group Leaders must be handed over to the Treasurer as soon as possible.

## **5.5 Non-Payment of Fee Policy**

If the Playgroup Victoria insurance/membership fee has not been paid the family cannot attend playgroup, as they will have no insurance cover.

If term fees have not been paid by the end of the term, a family may have their position forfeited unless they discuss their situation with the Treasurer. If no arrangements have been made or discussed with the Treasurer, a courtesy phone call will be made before the position is offered to another family.

## **6. Fundraising**

The Point Cook Playgroup Inc is a non-for-profit organisation and as such is required at times to fundraise to assist with the upkeep and replacement of toys and equipment and to provide special outings for the children.

At the commencement of each year, the Fundraising Officer will establish a Fundraising Committee to organise fundraising events for the playgroup throughout the year. The Fundraising Committee is comprised of volunteers from the groups and consists of no more than six members.

All fundraising activities and any associated purchases are to be approved by the Committee of Management. All monies raised through fundraising are to be forwarded to the Treasurer for banking as soon as possible.

## **7. Playgroup Funds**

The sources from which Point Cook Playgroup Inc funds are derived include term fees, fundraising, community and Government grants and donations.

## **8. Management of Funds**

Funds of the playgroup are managed by a bank account solely in the name of Point Cook Playgroup Inc. The President, Secretary and Treasurer are signatories to the account and there must be two of these signatures on cheques at all times.

## **9. Playgroup Sessions**

### **9.1 Number of Session**

The number of sessions offered by Point Cook Playgroup Inc is dependant on the availability of room hire as decided by the Jamieson Way Committee of Management.

### **9.2 General Organisation**

Group Leaders undertake the day to day running of the playgroup. These positions are entered into voluntarily and are elected by the groups as required.

The Point Cook Playgroup Inc is managed by the Committee of Management. The Committee of Management positions include:

- President
- Vic President
- Secretary/Public officer
- Treasurer
- Enrolment Officer
- Fundraising
- Assistant Fundraising
- Purchasing Officer

These positions are voluntary and are elected at the Annual General Meeting (AGM) held in November each year. Any member of the Point Cook Playgroup Inc may nominate for these positions at the AGM.

The Committee of Management positions are held for one year with the positions commencing at the first meeting after the AGM. A member may be nominated and hold a position for two years. If, after this time, no nominations are received for the position, the term may be extended. The previous Committee provides the new Committee with a comprehensive hand over at the first meeting. No more than two members from the same session can hold positions on the Committee of Management.

### **Vacancies**

The office of an officer of the Association, or of an ordinary member of the committee, becomes vacant if the officer or member

- a) Ceases to be a member of the association; or
- b) Becomes an insolvent under administration within the meaning of the corporations law; or
- c) Resigns from office by notice in writing given to the secretary.

In the event of a casual vacancy or resignation in any Committee of Management position, the committee may appoint one of its members to the vacant position. The member appointed may continue in this position up to and including the conclusion of the annual general meeting next following the date of appointment.

At least one member of the Point Cook Playgroup Inc Committee of Management must attend the Jamieson Way Committee of Management meetings.

At the beginning of each year, a member of the Committee of Management will attend a session to provide each group with a thorough orientation. At this session, a group leader will be chosen (if not already) and the rules and regulations will be explained. An overview of the activities that have been planned for the term will be provided and the group will be informed of any fundraising activities that have been organised.

A newsletter will be provided to each playgroup member at the beginning of the year and at the end of each term. The newsletters will provide members with details of upcoming events, activities planned for each term, playgroup guidelines, Committee of Management contact details, group leader reports and other relevant business.

## **10. Keys**

The only people who have authority to use the key and alarm code for the Jamieson Way Community Centre are the Group Leaders and the Committee of Management. No other person is allowed to access the centre outside of their specific playgroup session time without permission from the President.

## **11. Daily Operation of Playgroup**

Parents are required to sign in at the start of each session and sign out when they leave. A folder for this purpose is held in the activity cupboard for each group. This is a safety measure so that in the event of a fire, the Group Leaders can check members are accounted for and emergency numbers can be accessed.

Playgroup has a cupboard in the kitchenette with cups, cutlery, tea, coffee, sugar, long life milk and biscuits. Each family provides morning tea/lunch for themselves and their child at their own expense.

Group activities are organised by the group leaders prior to the commencement of each term. Each group will be informed of these via the newsletter and can choose whether or not they want to do them. Each group is responsible for setting up their session, packing up at the end and ensuring the room is left clean and tidy for the next group. No equipment is to be left out.

Groups are welcome to organise their own special activities at their own expense e.g. birthdays, Easter, Christmas etc. as well as participate in any activities/ events organised by the Committee of Management.

Parents/guardians/carers must supervise their own child/ren at all times to prevent any child being hurt, placed in a dangerous situation, misusing or damaging equipment. If a child is unable to use a piece of equipment, the parent needs to supervise the child carefully until they have mastered it or stop the child from using it.

## **12. Standards of Behaviour for Members**

Point Cook Playgroup actively promotes a positive and enjoyable environment for all members. As such unacceptable behaviour for both parents and children includes, but is not limited to:

- Offensive Language
- Physical Aggression i.e. hitting, biting, slapping, kicking, pushing etc.
- Bullying
- Intimidation
- Sexual Harassment
- Racism
- Neglect

If a group/member is experiencing any of the above issues, they are to refer to the Grievance Procedure or Discipline, Suspension and Expulsion of Members.

### **13. Discipline, Suspension and Expulsion of Members**

(1) Subject to these Rules, if the committee is of the opinion that a member has refused or neglected to comply with these Rules, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Point Cook Playgroup Inc., the committee may by resolution:

- (a) suspend that member from membership of the Point Cook Playgroup Inc for a specified period; or
- (b) expel that member from the Point Cook Playgroup Inc.

(2) A resolution of the committee under sub-rule (1) does not take effect unless:

- (a) at a meeting held in accordance with sub-rule (3), the committee confirms the resolution; and
- (b) if the member exercises a right of appeal to the Point Cook Playgroup Inc under this rule, the Point Cook Playgroup Inc confirms the resolution in accordance with this rule.

(3) A meeting of the committee to confirm or revoke a resolution passed under sub-rule (1) must be held not earlier than 14 days, and not less than 28 days, after notice has been given to the member in accordance with sub-rule (4).

(4) For the purpose of giving notice in accordance with sub-rule (3), the Secretary must, as soon as practicable, cause to be given to the member a written notice:

- (a) setting out the resolution of the committee and the grounds on which it is based; and
- (b) stating that the member, or his or her representative, may address the committee at a meeting to be held not earlier than 14 days and not later than 28 days after the notice has been given to that member; and
- (c) stating the date, place and time of that meeting; and

(d) informing the member that he or she may do one or both of the following:

(i) attend that meeting;

(ii) give to the committee before the date of that meeting a written statement seeking the revocation of the resolution

(e) informing the member that, if at that meeting, the committee confirms the resolution, he or she may, not later than 48 hours after that meeting, give the Secretary a notice to the effect that he or she wishes to appeal to the Point Cook Playgroup Inc in general meeting against the resolution.

(5) At a meeting of the committee to confirm or revoke a resolution passed under sub-rule (1), the committee must:

(a) give the member, or his or her representative, an opportunity to be heard; and

(b) give due consideration to any written statement submitted by the member; and

(c) determine by resolution whether to confirm or to revoke the resolution.

(6) If at the meeting of the committee, the committee confirms the resolution, the member may, not later than 48 hours after that meeting, give the secretary a notice to the effect that he or she wishes to appeal to the Point Cook Playgroup Inc in general meeting against the resolution.

(7) If the Secretary receives a notice under sub-rule (6), he or she must notify the committee and the committee must convene a general meeting of the Point Cook Playgroup to be held within 21 days after the date on which the Secretary received the notice.

(8) At a general meeting of the Point Cook Playgroup Inc convened under sub-rule (7):

(a) no business other than the question of the appeal may be conducted; and

(b) the committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution; and

(c) the member, or his or her representative, must be given an opportunity to be heard; and

(d) the members present must vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(9) A resolution is confirmed if, at the general meeting, not less than two thirds of the members vote in person, or by proxy, in favour of the resolution. In any other case, the resolution is revoked.

## **14. Grievance Procedure**

Members are encouraged to discuss any issues or concerns with their Group Leader. If the issue or concern can not be resolved it should be directed to the Committee of Management either in writing or by contacting a Committee member. The Committee of Management will attempt to resolve the issue/concern with the parties involved.

If the issue remains unresolved either party may direct the issue/concern to the Dispute Settlement Centre on 9603 8370.

#### **14.1 Disputes and mediation**

The grievance procedure set out in this rule applies to disputes under these rules between

- a) a member and another member; or
- b) a member and the association.

The Parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties

If the parties are unable to resolve the dispute the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

The mediator must be

- a) A person chosen by agreement between the parties; or
- b) In the absence of an agreement
  - 1) in the case of a dispute between a member and another member a person appointed by the committee of the Association; or
  - 2) in the case of a dispute between a member and the association, a person who is a mediator appointed or employed by the dispute settlement centre of Victoria (Department of Justice)

A member of the Association can be a mediator.

The mediator cannot be a member who is a party to the dispute

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation

The mediator, in conducting the mediation must;

- a) give the parties to the mediation process every opportunity to be heard; and
- b) allow due consideration by all parties of any written statement submitted by any party; and
- c) ensure that natural justice is accorded to the parties to the dispute through the mediation process

The mediator must not determine the dispute

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the act or otherwise the law.

## **15. Clean up**

Each playgroup is responsible for cleaning up after their session. Cleaning up **is not** the sole responsibility of the Group Leader. This includes ensuring the floors are swept/vacuumed and washed if required. If any toys need to be repaired, the Group Leader should make a note in the Communications Register book in the storeroom. As the centre is hired by many different groups it is of the utmost importance that the main hall and kitchenette is left clean and tidy and all times. Groups failing to comply with this rule may be at risk of forfeiting their place.

## **16. Duties/Maintenance**

Each group will be required to participate in maintenance and associated duties as a condition of Point Cook Playgroup Inc membership. This will include cleaning of toys and equipment, working bees and other duties as required.

## **17. Fire Evacuation Procedure**

It is necessary to have fire drills once a term. Group Leaders are to ensure all members are familiar with the emergency evacuation areas. These can be found on diagrams throughout the centre. A member of the Committee of Management will come into each session once a term and declare that there is a fire. Group Leaders must organise their group quickly, grab their group folder if possible and move their group to a designated area. Once all members are outside, the Group Leader must check off the names of adults and children to ensure all members are accounted for. It is important that members take these drills seriously.

## **18. Smoking Policy**

Smoking is not permitted in the Jamieson Way Community Centre or yard. Wyndham City Council has a smoke free policy for all its venues. Point Cook Playgroup Inc aims to honour this policy as well as providing positive modelling for all children attending the group.

## **19. Instructions for Secretary and Treasurer for the end of financial year**

The playgroup financial year ends on June 30. Books are to be closed at this date and an income and expenditure statement prepared for the year 1 July - 30 June. Bank Statements, receipt books, cash receipts, payment journals and the invoices/receipts for the financial period and any old cheque books must be brought to the first Committee of Management meeting after the AGM for hand over to the new treasurer (if elected).

A new receipt book must be started on July 1 for all monies receipted.

## **20. Annual General Meeting (AGM)**

The AGM will be advertised via the noticeboard and local community papers. Group Leaders are encouraged to make sure their group is aware of the AGM and the call for nominations. If more than one member is nominated for a position a vote will be taken at the AGM. If there are no nominations received for a position by the date of the AGM, the vote will be declared open to the floor. If any of the positions remain unfilled, the Point Cook Playgroup will fold.

A quorum of 25% of membership is required for an AGM to continue. If after half an hour after the meeting has been called, quorum has not been achieved, the meeting is to stand adjourned until the same day in the following week at the same venue. If, at the adjourned meeting, quorum is not present within half an hour of the commencement of the meeting, the members present, being at least 5, will constitute quorum. Of the quorum, there is to be a 51% in favour of for resolution to be deemed passed. Members are entitled to vote by proxy, whereby another member may vote on their behalf. Only one vote per proxy will be counted.

Enrolments for Point Cook Playgroup will be taken at the AGM. The Enrolment Officer is responsible for taking enrolments for the following year. The AGM is held in

the third week of November. Members will notified of the AGM in writing 21 days prior to the meeting.

Prior to the AGM, the Committee of Management is required to:

- Ask Group Leaders to make a list of all members expressing interest in returning the next year and make this available to the Enrolment Officer. (This gives priority to existing members provided they attend and enrol at the AGM)
- Set a date for the Committee of Management hand over meeting
- Prepare an agenda

On the night of the AGM, the Committee of Management is required to:

- Arrive at 7.00pm to set up the room, including an enrolment table
- Commence the AGM at 7.30pm
- Commence enrolments at the end of the AGM
- Pack up and clean up

At enrolment, the Enrolment Officer collects the enrolment forms and updates the group's lists. The Treasurer collects the membership and insurance fees for the following year and provides a receipt.

## **21. Special General Meetings**

A Special General Meeting is any meeting of the Point Cook Playgroup Inc that is not an Annual General Meeting (AGM). The Committee of Management may convene a Special General Meeting whenever it thinks fit and must convene a meeting upon receipt of a requisition in writing of at least 5 percent of the total number of members. The committee calls for a Special General Meeting for the purpose of informing members of any changes to the Point Cook Playgroup and to pass resolution as required.

Members will be notified in writing of an impending Special General Meeting at least 21 days prior to the set date. If the purpose of the Special General Meeting is to pass resolution on the Rules & Regulations, members are to receive documentation at least 21 days prior to the meeting.

A quorum of 25% of membership is required for a Special General Meeting to continue. If after half an hour after the meeting has been called, quorum has not been achieved, the meeting is to stand adjourned until the same day in the following week at the same venue. If, at the adjourned meeting, quorum is not present within half an hour of the commencement of the meeting, the members present, being at least 5, will constitute quorum. Of the quorum, there is to be a 51% in favour of for resolution to be deemed passed. Members are entitled to vote by proxy, where another member may vote on their behalf. Only one vote per proxy will be counted.

## **22. Instructions for end of year**

All sessions will be allocated maintenance tasks in the last week of the final term for the year to assist with cleaning and sorting of toys and equipment.

## **23. Seal**

(1) The common seal of the Point Cook Playgroup Inc must be kept in the custody of the secretary.

(2) The common seal must not be affixed to any instrument except by the authority of the committee and the affixing of the common seal must be attested by the signatures either of two members of the committee or, of one member of the committee and of the public officer of the Point Cook Playgroup Inc.

## **24. Distribution of Excess Assets on Winding up or Dissolution of Incorporation**

Any excess assets on winding up or dissolution of incorporation will be distributed to a charitable organisation as nominated by the members.

## **25. Committee of Management**

The Committee of Management meets on a monthly basis to oversee the general running of the Point Cook Playgroup. A quorum of four members must be in attendance for the meetings to run.

## **Job Descriptions**

### **25.1 President**

- Attend all Point Cook Playgroup Inc meetings, Annual General Meeting and any other meetings as required
- Chair all meetings including the Annual General Meeting
- Contact person for Point Cook Playgroup Inc, Wyndham City Council, Maternal Child and Health Nurses and the Jamieson Way Committee of Management
- Liaise with Playgroup Victoria, Wyndham City Council and any other external organisation that have an interest in the playgroup
- Signatory for the bank account
- Arrange for a replacement or a change in Group Leaders
- Assist with any fundraising, grant applications or major purchases with other Committee members
- Ensure the requirements of various Government and regulatory bodies, such as the Office of Consumer and Business Affairs, Playgroup Victoria and Wyndham City Council are met
- Authorise any purchase of equipment
- Assist the Committee to prepare a budget based on projected requirements for activities, supplies, toys and equipment.

### **25.2 Vice President**

- Attend all Point Cook Playgroup Inc meetings, Annual General Meeting and any other meetings as required
- Act as President in the event of the President being unable to attend to their responsibilities for any period of time.
- Assist President in performing tasks as required
- Assist with any fundraising, grant applications or major purchases with other Committee members
- Co-ordinate production and distribution of Newsletter each term

### **25.3 Secretary / Public Officer**

- Attend all Point Cook Playgroup Inc meetings, Annual General Meeting and any other meetings as required
- Take minutes at Committee meetings, general meetings and the Annual General Meeting
- Notify all members of meetings and upcoming events
- Type up correspondence as necessary
- Assist with any fundraising, grant applications or major purchases with other Committee members
- Signatory on bank accounts
- Be responsible for the books, records and securities of the Association
- Ensure the requirements of various Government and regulatory bodies, such as the Office of Consumer and Business Affairs, Playgroup Victoria and Wyndham City Council are met
- Submits any change of details to the Office of Consumer and Business Affairs, Wyndham City Council, Playgroup Victoria and any other relevant organisation.
- Custody of the common seal of the Point Cook Playgroup Inc.

#### **25.4 Treasurer**

- Attend all Point Cook Playgroup Inc meetings, Annual General Meeting and any other meetings as required
- Keep a register of members in which it is recorded the name, telephone number and date upon which the person became a member and whether the insurance fee has been paid
- Assist the Committee to prepare a budget based on projected requirements for activities, supplies, toys and equipment.
- Collect insurance monies and forward to Playgroup Victoria on a monthly basis
- Bank all cheques and money for Point Cook Playgroup into a nominated playgroup bank account
- Signatory to bank account
- Attend AGM and give a Treasurers report on the finances for the Playgroup financial year (period from 1<sup>st</sup> November to 31<sup>st</sup> October)
- Prepare financial reports for the financial year and annual returns and submit to the Office of Consumer and Business Affairs after the AGM
- Arrange a yearly audit if the committee deems necessary of all Point Cook Playgroup Inc financial books
- Ensure the requirements of various Government and regulatory bodies, such as the Office of Consumer and Business Affairs, Playgroup Victoria and Wyndham City Council are met
- Close books as at 30<sup>th</sup> June and prepare a statement of income and expenditure for the period 1<sup>st</sup> July to 30<sup>th</sup> June to be presented at the AGM and submitted to the Office of Consumer and Business Affairs
- Prepare books for auditor in June if the committee considers the books should be audited

#### **25.5 Fundraiser**

- Attend all Point Cook Playgroup Inc meetings, Annual General Meeting and any other meetings as required
- Collects all monies from fundraising to hand to Treasurer to bank
- Liaises with Fundraising Committee re: events and organising the Christmas party
- Is the main contact for all fundraising ideas and projects

#### **25.6 Assistant Fundraiser**

- Attend all Point Cook Playgroup Inc meetings, Annual General Meeting and any other meetings as required
- Support and assist the Fundraising Officer in their role
- Act as a contact for all fundraising ideas and projects
- Together with the Fundraising Officer, plan and organise any Fundraising events for Point Cook Playgroup Inc.
- Together with the Fundraising Officer, liaise with committee members and playgroup members re: organisation and running of fundraising events
- Together with the Fundraising Officer, collect all monies from fundraising events to hand to Treasurer to bank

### **25.7 Enrolment Officer**

- Attend all Point Cook Playgroup Inc meetings, Annual General Meeting and any other meetings as required
- Maintain a database of all members
- Take new enrolments
- Maintain waiting list
- Prepare emergency contact sheet for each group
- Installation and upkeep of the Communication Register

### **25.8 Activities/Purchasing Officer**

- Attend all Point Cook Playgroup Inc meetings, Annual General Meeting and any other meetings as required
- Arrange a meeting of all Group Leaders once a term to plan/develop a schedule of term activities for all groups. Once an activity schedule is developed for the term ensure all materials are ready and available for each session. Instructions are to be provided including a sample of the activity.
- Purchase goods as decided by the Committee of Management (ie Morning Tea and Activity supplies. New toys and Equipment.)

### **25.9 Group Leaders**

- Main contact person for information regarding individual sessions
- Open and close each session
- Attend all general meetings
- Keep attendance sheets up to date
- Ensure members adhere to the Point Cook Playgroup Rules and Regulations

## **26 Changes to Documentation**

Changes to this document must be approved by members at a Special General Meeting.

### **26.1 Alteration of the rules**

These rules and the statement of purposes of the association must not be altered except in accordance with the act.