



OOSH

COMMITTEE MEETING

WHEN

February 16th
6pm-7pm

WHERE

OOSH Building

SEEKING NEW MEMEBERS TO JOIN FROM FEBRUARY

**You will be contributing to the
Management of the Centre, Staff and the
quality care of your child/children!**

**Any parents who are interested in joining
the Management Committee, please see
Kellie in the office.**

**MEETINGS HELD ON
THE 3RD TUESDAY
FEB-NOV**

GENERAL ONGOING TASKS OF THE MANAGEMENT COMMITTEE INCLUDE:

- Ensuring the needs of Parents/Guardians, children and staff are met.
- Communication of relevant issues.
- Publicity and public relations.
- Development and review of policies.
- Planning, financial management and administration.
- Liaison and compliance with the school, funding and licensing bodies.
- Employment, supervision and direction of staff, ensuring appropriate industrial awards are adhered to.
- Continued maintenance and repair of the building and equipment.
- Addressing ongoing issues as they arise.

ROLES ON THE COMMITTEE

President/Chairperson
Secretary
Treasurer
Staff Liaison
Assistants
General Members