

Voluntary Management Committee Member

Do you want to make a difference and give back to the community?

Are you passionate about *children's learning and development*?

This role joins all the dots!



Bowen/Collinsville Family Day Care (B/C FDC) is a fully incorporated community organisation that provides early childhood education and care to children in a range of communities. We are looking for an enthusiastic person with sensitivity and a great attitude to join our professional and energetic volunteer Management Committee.

Management Committee roles exist for individuals with skills and interests that could effectively contribute to the ongoing development and sustainability of B/C FDC.

If you feel that you have a potential role to play, please contact us.

The Management Committee governs and actively contributes to the overall strategic direction, legal, contractual and compliance decisions facing the organisation. The Management Committee meets up to 10 times per year. Meetings are held at our Bowen office, generally less than 1 hour in duration.

This position offers:

- A valued connection with a solid and reputable local community organisation
- The chance to give back to your community using your professional skills and initiative
- Opportunities for relevant training and development

Ideally applicants will have:

- Written and oral communication skills
- Time management and problem-solving skills
- Some understanding of the childcare sector
- Experience and sensitivity in handling personal and confidential information
- Sensitivity to culturally diverse communities and related issues

Management Committee Members are provided with a Management Committee Toolkit, which includes the Service Philosophy, Constitution, Scheme Information Booklet, List of Committee Members, Code of Conduct, Staff Information, ABN, Insurance, Funding, Workcover, Superannuation Funds, Long Service Leave, Links to legislation and contacts, Management Committee Roles & Responsibilities, Taxation Information, Financial Information including Budget and Meeting Rules.

All volunteers are subject to a Criminal Record Check and Positive Suitability Notice (Blue Card Qld). To find out more about B/C FDC go to www.bowencollinsvillefamilydaycare.com.au

For more information on becoming a Management Committee member call Amanda Edwards, President on Ph: 0409 615 689, or Julian Gaffney, Coordinator on Ph: 0427 862 250