

# OFFICE BEARER ROLES



## RESPONSIBILITIES

- Provide cooperative leadership to the centre.
- Maintain an overview of the centre health and well-being, ensuring a strong whanau-led culture.
- Encourage positive relationships between members, by fostering open communication and a sense of belonging.
- Ensure the centre implements structures and processes that reflect Playcentre's commitment to Te Tiriti o Waitangi.
- Lead an annual evaluation using tools like the Butterfly Effect in Playcentre.
- Develop a strategic vision and plan.
- Facilitate centre hui.
- Participate in cluster hui and other regional hui.
- Write an annual report for the centre AGM.
- Foster emergent leadership by empowering centre members to learn and contribute to Playcentre.
- Role model Playcentre values and philosophy.
- Delegate tasks and responsibilities.
- Act as spokesperson for the centre.
- Implement a strategy for centres to engage centre members and stakeholders in strategic decisions.
- Ensure finances are managed and budget is implemented; policies and objectives and centre practices are reviewed; license and supervision approval changes are referred to the regional office.

## SKILLS AND COMPETENCIES

- Provide a vision
- Focus on the big picture
- Find solutions
- Open to new ideas
- Strong relationships
- Good communication skills
- Work well in a team
- Understand how things work
- Be supportive
- Facilitation
- Understanding and advocacy of Playcentre philosophy
- Delegation.



## RESPONSIBILITIES

- Maintain an overview of the centre's finance.
- Have a working knowledge of financial policies, delegations and centre procedures.
- Set an annual budget and track spending throughout the year.
- Approves spending outside the budget.
- Use Xero to manage invoicing, bank reconciliation, bookkeeping and more.
- Record all financial transactions made on behalf of the centre in Xero.
- Prepares an annual statement of accounts (for the year ending 31 August) for review or auditing.
- Arranges for the collection of fees if relevant.
- Completes GST returns if required.
- Presents financial statement at the monthly centre hui for approval.
- Pays accounts after they have been passed for payment at a centre meeting.
- Maintains relationship with Centre Support Worker and Centre Administrator.

## SKILLS AND COMPETENCIES

- Good with finance and numbers
- Record keeping
- Understand budgeting
- Solve problems
- Analytical skills
- Organised
- Work systematically
- Plan ahead
- See the big picture
- Good communication skills
- Computer and online skills
- Attend to detail
- Computer and online skills



## RESPONSIBILITIES

- Advise all members of meetings, including the centre's annual general meeting.
- Prepare the agenda in consultation with the president and share with members.
- Keep the minutes of all meetings.
- Attend to correspondence promptly and write letters or emails.
- Keep members informed about correspondence.
- Share agendas, reports and minutes with CSW.
- Complete required statistics.
- Keep notices on noticeboards current.
- File all correspondence in an orderly fashion and keep appropriate records.
- Notify office of centre contact details and any other changes.
- Keep centre records up to date.
- Manage the Playcentre.org.nz email account.

### SKILLS AND COMPETENCIES

- Good administration skills
- Computer and online skills
- Solve problems
- Attend to detail
- Organised
- Develop systems
- Work to deadlines
- Supportive
- Good relationship skills
- Good communication skills
- Strong Playcentre knowledge
- Solve problems



## RESPONSIBILITIES

- Maintain an enrolment pack and guide new members through the enrolment process.
- Receive all enrolment forms, and ensure they are completed correctly.
- Update enrolment forms to include additional or changes to sessions or changes in funding rates because of children's age.
- Keep a contact list, ensuring all members are aware that names, phone numbers and email addresses are for Playcentre use only.
- Ensure sign in sheets are kept up-to-date, completed correctly, and filed appropriately.
- Keep the immunisation register up-to-date, transferring details from enrolment forms to the master list when they are received, and when immunisations are updated.
- Liaise with relevant Playcentre personnel to ensure child details and attendance records are entered into the Juniorlogs system. The RS7 should be filed in February, June and October, and the ECE Census annually in July.
- Contact members if a child's attendance is irregular. Be familiar with three-week continuous absence and frequent absence rules.
- Coordinate STAP teams or rosters.
- Be the Privacy Officer for the Centre, being aware of the Centre Privacy Policy and Privacy Act 1993.

### SKILLS AND COMPETENCIES

- Good administration skills
- Computer and online skills
- Solve problems
- Attend to detail
- Organised
- Confidentiality
- Record keeping
- Create orderly systems
- Supportive
- Good relationship skills
- Good communication skills
- Strong Playcentre knowledge
- Knowledgeable about MOE enrolment and funding rules



## RESPONSIBILITIES

- Keep overview of the education status and progress at the centre.
- Motivate, encourage and support adults to begin training and to reach their own and the centre's training goals.
- Develop an annual education plan and budget to ensure the centre is viable and have strong knowledge.
- Work with the enrolment officer to co-ordinate and organise the induction discussions.
- Ensure all members have completed the Induction to Playcentre programme by the end of their first full term of enrolment.
- Keep the centre education progress chart updated.
- Ensure the centre have enough members with first aid qualifications.
- Process and submit Playcentre records to the office.
- Complete Federation statistics form.
- Keep copies of qualifications and first aid certificates on display.

## SKILLS AND COMPETENCIES

- Solve problems
- Good knowledge of Playcentre philosophy and Playcentre education
- Clarify issues
- Good communication skills
- Build relationships
- Teaching, mentoring and coaching
- Persuasive
- Develop new strategies
- Support change
- Keep track of information



## RESPONSIBILITIES

- Support the centre to enact Playcentre's commitment to Te Tiriti o Waitangi.
- Support the centre to design and implement a treaty based curriculum.
- Maintain and develop resources to a treaty based curriculum.
- Develop and implement strategies to support the use of Te Reo on session.
- Support the centre to use Māori tikanga in both curriculum and cooperative management of the centre.
- Support the centre to develop relationships with the local Marae and other Māori communities.
- Support and encourage centre whānau to attend Te Ao Māori professional learning and development opportunities.
- Implement a strategy to arrange awareness of Te reo during Māori Language Week.
- Arrange an annual visit to the local Marae to support the centre's learning and understanding of Te Ao Māori.

## SKILLS AND COMPETENCIES

- Good knowledge of Te Tiriti and Te Ao Māori
- Te reo knowledge
- Solve problems
- Clarify issues
- Manaakitanga
- Build whanaungatanga
- Teaching, mentoring and coaching
- Persuasive
- Develop new strategies
- Support change
- Good team member



## RESPONSIBILITIES

- Work alongside the enrolment officer to support new centre whānau.
- Manage the centre roll, ensure that membership continues to be viable.
- Ensure all visiting families attend their three free visits, and receive adequate information, prior to enrolment.
- Follow up with visitors that do not return to ascertain whether they wish to visit again, or are willing to give any feedback on their visit.
- Keep a list of who attends each session, when babies are due, and maintain the waiting list, if necessary.
- Ensures the centre has an initial point of contact for new parents inquiring about the centre.
- Follow up on enquiries about Playcentre and share information.
- Works with the education officer to ensure new centre whānau are welcomed, have a support person on session [buddy] and inducted at the centre.
- Maintain the welcoming pack, ensuring it is current and accessible.

## SKILLS AND COMPETENCIES

- People skills
- Warm and welcoming
- Open
- Build relationships
- Persuasive
- Big picture
- Playcentre knowledge
- Follow up



## RESPONSIBILITIES

- Promote Playcentre in the community.
- Develop a marketing plan for the centre.
- Liaise with local community organisations to ensure they have information about your centre available.
- Write and publish stories to promote the centre.
- Plan promotion events.
- Build relationships with the local community.
- Keep the Playcentre Facebook page content current and fresh.
- Design and maintain promotional materials for the centre.
- Ensure the centre's promotion kit is up to date.
- Manage advertising of events.
- Be aware of the Playcentre branding guidelines, ensuring these are being used correctly.
- Ensure the centre's information on the national website is up to date.
- Ensure posters, displays and information in the community is up to date.
- Plan and coordinate centre's participation in Playcentre Awareness Week [First week in March every year].

## SKILLS AND COMPETENCIES

- Focus on the big picture
- Find solutions
- Develop ideas
- Strong relationships
- Good communication skills
- Clearly and creatively articulate ideas
- Creative and imaginative
- Persuade people
- Work well in a team
- Understand how things work
- Be supportive
- Strong understanding of Playcentre philosophy.



## RESPONSIBILITIES

- Work alongside the promotions officer to ensure the centre has stronger in-centre relationships.
- Support centre whanau well-being.
- Arrange social events for the centre.
- Encourage celebration of centre whānau achievements, milestones and events [eg birthdays, births, etc].
- Organise baking, meals or gifts when needed.
- Write a termly newsletter for families and the wider community.
- Oversee internal communication, eg Facebook group.

## SKILLS AND COMPETENCIES

- People skills
- Warm and welcoming
- Open
- Build relationships
- Work well in teams
- Good communication skills
- Organise and plan
- Empathy and consideration



## RESPONSIBILITIES

- Support centre whānau and share knowledge about how to enhance children's development and learning.
- Support the centre implementing a curriculum for tamariki on session.
- Initiate and facilitate discussions about children's learning.
- Role model play and quality interactions with tamariki on session.
- Encourage and support centre whānau to document observations for their own and other children in the Centre regularly Support the centre's self review.
- Support centre whānau to identify and document children's learning.

## SKILLS AND COMPETENCIES

Understand and role model  
Playcentre philosophy  
Teaching and learning theory  
knowledge  
Coordinate sessions  
Working knowledge of Te Whāriki  
and Nga Arohāe Whai Hui  
Research skills  
Solve problems  
Explore and experiment  
Relationship building skills  
Coaching and mentoring  
Clear communication  
Negotiation and conflict  
resolution skills  
Document learning  
Learner agility



## RESPONSIBILITIES

- Ensure the centre has a robust internal evaluation process.
- Ensure the centre regularly reviews key policies and centre practices.
- Ensure emergent reviews are documented and records are kept.
- Identify an internal evaluation focus from the centre's strategic plan and steer the evaluation.
- Gather data and analyse the data to identify trends and patterns.

## SKILLS AND COMPETENCIES

Challenge the status quo  
Notice patterns and trends  
Research skills  
Solve problems  
Critical analysis  
Explore and experiment  
Focus on the big picture  
Develop and implement new strategies  
Willing to take risks  
Change management  
Coaching and mentoring  
Clear communication  
Persuasive  
Team building skills  
Record evidence



## RESPONSIBILITIES

- Ensures that the centre property is well maintained, safe, and conforms to the minimum standards set out in the current Early Childhood Regulations.
- Ensures that the grounds and outside play areas are kept in a safe and tidy condition, eg lawn mowing rosters for parents.
- Ensure major maintenance and property projects is included and planned for in the annual plan and budget.
- Arranges for vinyl to be polished or buffed where applicable professionally at least twice a year and that carpets are cleaned regularly.
- Liaise with tradespeople regarding any property projects/maintenance issues.
- Keep records of all maintenance and improvements to the centre (electronic preferred).
- Organise working bees for minor maintenance.
- Liaise with the Regional Property Coordinator on all major property projects and maintenance to ensure it meets regulations.
- Complete an annual property check.
- Attend training days/professional development pertaining to the role at least once per year, or as required.

## SKILLS AND COMPETENCIES

- Solve problems
- Project management
- Timely implementation
- Organise, develop action plan and follow through
- Meet criteria
- Attention to detail and procedures
- Maintain order and control
- Quality control
- Critical thinking
- Good communication skills
- Consultation and engagement
- Knowledge about ECE and property regulations



## RESPONSIBILITIES

- Ensures the implementation of the health and safety management plan, policies and procedures.
- Follow up and files any actions for the daily/termly/annual checks and the annual plan.
- Develops a strategy to control hazards and communicate to all whānau.
- Ensures the premises and equipment are cleaned referring to daily cleaning cards which are reviewed and updated regularly.
- Ensure end of term clean-up is carried out.
- Ensure key policies and procedure are followed and implemented, eg nappy change and sleep.
- Liaises with the property and maintenance officer and equipment officer over health and safety issues.

## SKILLS AND COMPETENCIES

- Solve problems
- Attention to detail and procedures
- Meet criteria and maintain order and control
- Critical thinking
- Evaluation
- Prompt response
- Knowledge about Health and Safety regulations and criteria
- Good communication skills



## RESPONSIBILITIES

- Set an annual budget for housekeeping supplies.
- Check regularly that the centre is well-stocked with supplies of all household and cleaning equipment/consumables.
- Work within the centre's approved housekeeping budget, and ensure that the Centre's purchasing procedures are followed.

## SKILLS AND COMPETENCIES

- Solve problems
- Attend to detail
- Methodical
- Quality control
- Critical thinking
- Consultation with centre whānau
- Knowledge about cleaning product requirements



## RESPONSIBILITIES

- Ensure the centre maintain its equipment to an acceptable standard.
- Maintain and development equipment care guidelines.
- Maintain an adequate level of disposable resources like paint and paper.
- Carry out regular checks to ensure all equipment is kept in a usable and safe condition. Replace broken equipment or arrange for it to be repaired.
- Arrange grants for new equipment.
- Ensure that each term a thorough clean of all equipment areas is completed.
- Encourage self-reviews of areas of play to ensure equipment is meeting the Centre's needs.
- Ensure new equipment purchased is strong, safe, and wherever possible, environmentally friendly. Consider Playcentre philosophy and cultural diversity when sourcing new equipment.

## SKILLS AND COMPETENCIES

- Solve problems
- Attend to detail
- Methodical
- Quality control
- Critical thinking
- Consultation with centres
- Knowledge about Playcentre philosophy and play resources



## RESPONSIBILITIES

- Plan fundraising events as per annual budget.
- Research and develop fundraising strategies, activities and events.
- Attract, build and develop relationships with new and existing corporate donors to secure long term and increased funding support.
- Write thank you letters to donors.
- Maintain and update database of fundraising contacts.
- Be familiar with, and work within, Centre financial policies and procedures.
- Raise awareness of possible fundraising and funding opportunities available.
- Liaise with Equipment and Property Officers to ensure appropriate quotes are obtained on time.
- Ensure grant intentions are minuted accurately at Centre Business Meetings.
- Complete any accountability reports required by funders.
- Keep records of all grant applications and related correspondence.
- Ensure upcoming grants for projects are included in the Annual Plan.
- Report to Centre Business Meetings as required, and prepare an annual report for the AGM.

## SKILLS AND COMPETENCIES

- People skills
- Warm and welcoming
- Open
- Build relationships
- Work well in teams
- Good communication skills
- Persuasive
- Playcentre knowledge
- Organise and plan
- Keep to time lines
- Follow up



## RESPONSIBILITIES

- Be familiar with, and work within, centre financial policies and procedures.
- Liaise with equipment and property officers to ensure appropriate quotes are obtained on time.
- Ensure grant intentions are minuted accurately at centre monthly hui.
- Complete any accountability reports required by funders.
- Keep records of all grant applications and related correspondence.
- Include regular grants for projects in the annual plan.

## SKILLS AND COMPETENCIES

- Solve problems
- Analytical skills
- Organised
- Work towards deadlines
- Good written skills
- Computer and online skills
- Attend to detail
- Methodical



## RESPONSIBILITIES

- Maintain the centre library with appropriate books for both adults and children.
- Purchases new books with the approval of the centre members.
- Keep an up to date inventory of the centre books.
- Ensure recommend reading for the Playcentre Education qualification is available.
- Ensure the books for tamariki supports a treaty based curriculum and reflects diversity.
- Supports emergent curriculum with relevant books.
- Repair or replace damaged books.

## SKILLS AND COMPETENCIES

- Logical processing
- Solving problems
- Categorise and analyse
- Administration
- Attending to detail
- Establish order
- Plan things out
- Communication skills
- Relationship skills
- Maintaining an overview

