**Playcentre Aotearoa Office Holder Roles**



**This is a general overview of the activities undertaken by members at centres. Each centre may arrange the officeholder roles and tasks in different ways depending on their members and community.**

**For more information on office holder roles please visit www.playcentre.org.nz**

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| **NAME** | **ROLE HOLDERS NAME** | **PURPOSE** | **COMMON TASKS** | **SKILLS AND COMPETENCIES** |
| **President** | Click or tap here to enter text. | To provide leadership for the centre & support Centre members, encouraging involvement of all and positive relationships. | * Maintain an overview of the centre’s functioning.
* Offer support and guidance to Centre Office Holders.
* Facilitate and chair centre meetings.
* Be aware of policies, procedures, and finances to ensure centre is meeting requirements.
* Ensure a good relationship is maintained with other Centres and Regional Hub and represent centre at Cluster meetings.
 | * Provide a vision.
* Facilitation.
* Good communication skills.
* Work well in a team.
* Find solutions.
* Be supportive.
* Delegation.
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| **A picture containing graphics, symbol, circle, logo  Description automatically generated****Secretary** | Click or tap here to enter text. | To support good communication between centre members, the wider organisation and community. | * Record the minutes of Centre meetings and distribute to all Centre Members.
* Receive, open, and distribute all incoming mail and emails.
* Receive updates and notices and keep members informed by notification and/or filing appropriately; in updating notice boards etc in a timely manner.
* Liaise with the Regional Hub regarding change of Centre Office Holders, AGM’s, meeting minutes etc.
 | * Good administration skills.
* Computer and online skills.
* Organised and attentive to detail.
* Work to deadlines.
* Be supportive.
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| **A picture containing circle, scale  Description automatically generated****Treasurer** | Click or tap here to enter text. | To keep full, accurate and up to date financial records for the centre. | * Reconcile Xero on a regular basis.
* Present monthly financial accounts to Centre meetings and the end of year to the Centre AGM.
* Facilitate/oversee the preparation of the Centre Budget.
* Prepare the end of year financial information for Playcentre Aotearoa.

There is more treasurers training on the Playcentre Aotearoa website on the finance page. | * Competent with finance and numbers.
* Efficient record keeping.
* Experienced in budgeting.
* Analytical skills.
* Computer and online skills.
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| **A pencil and pen in a container  Description automatically generated with low confidence****Education** | Click or tap here to enter text. | To promote the Adult Education opportunities and support centre members to participate in courses. | * Encourage participation in the adult education programme.
* Keep centre members up to date with education information and events.
* Assist students with registration for workshops.
* Input into the workshop requests for your centre as per the training and supervision needs.
* Manage (or oversee), support or supply resources to assist students (e.g., centre library).
 | * Kknowledgeable about the Playcentre philosophy and Playcentre education programme.
* Good communication skills.
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| **A close-up of a sign  Description automatically generated with low confidence****Planning and Evaluation** | Click or tap here to enter text. | To coordinate planning and assessment of children’s learning. | * Arrange and/or facilitate planning meetings.
* Ensure quality end of session evaluations occur.
* Ensure learning stories are being written for children within the centre.
* Oversee the centres internal evaluation processes.
 | * Ability to teach and impart knowledge.
* Coordinate sessions.
* Working knowledge of Te Whāriki and Nga Arohae Whai Hui.
* Coaching and mentoring.
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| **A yellow bag with a dollar sign  Description automatically generated with low confidence****Enrolments and Rosters** | Click or tap here to enter text. | To ensure accurate documentation of enrolments and attendance are maintained. | * Ensure enrolment forms are completed, up to date and filed at Centre for each child.
* All enrolment forms, change of session forms are to be kept for 7 years after their final session.
* Liaise and build a working relationship with the Regional Funding Administrator (RFA).
* Support with online enrolments – Visitor and full.
* Have access to the Playcentre email.
* Obtain monthly signatures for the Monthly Attendance Report.
* Prepare the Termly documentation including Supervision Plan, Blank Sign-in Sheets (only to be used for if the internet is down) Blank Change of Enrolment Forms etc.
 | * Time Management skills.
* Competent with Technology.
* Attentive to detail.
* Communication.
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| **A picture containing symbol, clipart, design  Description automatically generated****Property** | Click or tap here to enter text. | To maintain centre property i.e., land, buildings, outbuildings, fences etc. | * Building a relationship with Playcentre Aotearoa Property Team members and accessing support when required.
* Keep abreast of changes and notifications from the Property Team particularly those in the Bulletin Property Newsletter.
* Ensuring property maintenance and repairs are identified and rectified, communicating issues to centre members and Playcentre Aotearoa Property Team.
* Completing applications for projects and funding approval, including obtaining quotes and grant applications.
* Following up on Playcentre Aotearoa Property Team reports and delegating tasks and reporting back to Property Team.
* Notifying the Playcentre Aotearoa Property Team of insurance claims, police notifications, liaison with Insurance company, quotes.
* ensuring centre compliance is being met e.g., BWOF, HMMP, Fire evacuations, playground requirement, etc.
* Ensuring property related H&S incident, risk and contractor management processes are followed.
* Report to centre hui on current issues (e.g., budget, repairs and maintenance, projects, etc), and coordinate with Hire and H&S Office Bearers.
* Keep the centre CA in the know of all property works.
* Updating and Maintaining a Property Folder, to include all centre-based property information, including:
	+ Keep records of all purchases such as sand, bark, etc with amount purchased and supplier.
	+ Keep records of maintenance completed by professionals – when, cost and contractor details.
 | * knowledgeable (or the interest to learn) about Playcentre processes and policies relating to property and playgrounds.
* knowledgeable (or the interest to learn) about regulations and legislation relating to property and playgrounds.
* Understanding of H&S in relation to property.
* able to lead, prioritise and delegate projects within the centre, working together with the playcentre whānau and the property team.
* actioning issues in a timely manner, ability to prioritise and see projects through.
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| **A blue tricycle with black wheels  Description automatically generated with medium confidence****Equipment** | Click or tap here to enter text. | To maintain the basic Playcentre equipment in a safe and usable condition. | * Facilitate yearly stocktake of the Playcentre equipment.
* Maintain quantities of consumable equipment (i.e., paint).
* Maintain centre outdoor play structures and equipment including bark and sand.
* Liaison with the Regional Hub for any renovations to the outdoor play structure of the building.
 | * Knowledge about Playcentre play resources.
* Methodical.
* Quality control.
* Good communication skills.
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| **A picture containing clipart, graphics, logo, symbol  Description automatically generated****Health and Safety** | Click or tap here to enter text. | To support the centre in maintaining a safe and healthy environment for all members and visitors. | * Ensure emergency procedures are followed and documented correctly i.e., fire and earthquakes drills.
* Ensure the centre follows the policies in relation to accidents and illnesses.
* Review incident register and hazard identification register regularly and propose actions to reduce hazards.
* Maintain Civil Defence and First Aid kits.
 | * Knowledgeable about Health and Safety regulations and criteria.
* Attention to detail and procedures.
* Critical thinking.
* Evaluation.
* Prompt response.
* Good communication skills.
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| **A picture containing clipart, graphics, logo, symbol  Description automatically generated****Bi-Cultural** | Click or tap here to enter text. | He kaiwhakaihuwaka o Te Ao Māori – a champion for actively promoting Te Ao Māori and Te Tiriti o Waitangi commitment within your centre. | * Work with whānau of tamariki Māori in your centre and/or community.
* Collaborate with centre leadership and whānau to ensure the bicultural values and commitment to Te Tiriti o Waitangi are upheld.
* Promote, facilitate, and support your centre to actively weave Te Ao Māori into practice.
* Act as a bridge between your centre and the Regional Te Ao Māori Field Worker.
* Ensure the centre has suitable and sufficient resources to promote Te Ao Māori.
 | * Passionate and enthusiastic about Te Reo and Te Ao Māori, and a willingness to learn and grow further.
* Ability to drive your centre forward with its bicultural curriculum and practice.
* Good communication and networking skills.
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| **A close-up of a megaphone  Description automatically generated with low confidence****Public Relations (PR)** | Click or tap here to enter text. | To promote Playcentre externally (to attract new whānau) and internally (to retain current whānau). | * Develop and/or implement promotional strategies in the community.
* Liaise with relevant organisations (Plunket, midwives, Parents Centre, Mainly Music, etc).
* Coordinate social events for centre whānau and celebrate achievements.
* Assist with fundraising projects at Centre.
 | * Clearly and creatively articulate ideas.
* Strong relationships.
* Good communication skills.
* Work well in a team.
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| **A picture containing clipart, cartoon  Description automatically generated****Welcoming New Families** | Click or tap here to enter text. | To create a welcoming atmosphere at centre and to support new centre whānau to visit, enrol and be inducted. | * Work with the enrolment officer and centre members to create initial points of contact to welcome new parents.
* Follow up on enquiries, ensure families attend their three free visits and receive adequate information prior to enrolment.
* Follow up with visitors who do not return to ascertain whether they wish to visit again, or are willing to give any feedback, and incorporate feedback.
* Works with the education officer to ensure new centre whānau have a support person on session [buddy] and are inducted at the centre.
* Maintain the welcoming pack, ensuring it is current and accessible.
 | * People person with positive friendly presence.
* Strong relationships.
* Good communication skills.
* Works well in a team.
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