

## COMMITTEE HANDOVER PROCESS

### RECRUITING THE NEW COMMITTEE

This is a task which requires some pre planning and should be actively pursued well before the Annual General Meeting. It is important that the right people are recruited for the specific roles, e.g.: the treasurer ideally needs to be someone with some book-keeping experience.

There should be a formal process for people to nominate and scouting for new Committee members should not be left to the staff. It is also important that potential office bearers have some information provided by the centre about their role before taking on the job. This may mean writing a simple description about the specific roles, in particular the president, secretary and treasurer, and distributing this with the AGM notice and nominations form.

### HAND OVER PROCESS TO THE NEW COMMITTEE

The outgoing Committee needs to consider the important task of handing over the operations and management of the kindergarten to a new Committee.

It is the responsibility of each Committee member to meet and brief the new incumbent of their role and responsibilities. It is important that the new Committee meets before the end of the year and makes plans for its year in Office.

It is appropriate for the new office bearers to understand the immediate issues with which the Committee is dealing and any issues which may arise in the near future, e.g.: the Funding and Service Agreement. This is particularly important if issues may arise during the school holiday period, and if new staff are to be appointed at this time. It is important to note, that once elected, the new committee is usually the legal entity under the constitution.

It is important that the new Committee understands that the individual roles that are being handed over come together to form *the management* of the centre.

The new committee needs to understand that management entails:

- Employing, managing and providing support to the centre staff.
- Ensuring the centre abides by all relevant laws and regulations and the funding and service agreement.
- Developing, monitoring and reviewing policies for the centre
- Supervising the development and delivery of the program
- Planning and managing the centre finances.

It is important that:

1. All previous Committee records and documents are handed over and are up to date at the time of handover. The checklist can be signed as a receipt of all documents, by the President.
2. The outgoing Committee offer ongoing support to the new Committee (i.e.: by swapping phone numbers).
3. Appropriate new Committee members are issued with keys and this is recorded in the key register.

Committee members need to treat their successor the way they wish they had been treated at the beginning of their term. The outgoing Committee members should consider how they can best assist the newly elected committee. This may include

- Acting as a mentor for as long as is required
- Being available as a sounding board
- Spending time passing on the knowledge and insights they have acquired
- Ensuring that all individual tasks have been completed and committee member operational folders are organised.

## **AUTHORISATION**

This policy was adopted by the Bellevue Kindergarten Committee on 10 March 2020.

**REVIEW DATE:                      MARCH 2023**