**Playcentre Aotearoa Office Holder Roles**

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**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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |