

## **7.2 THE MANAGEMENT COMMITTEE**

The Management Committee of the Mackay Family Day Care Association Incorporated aims to provide sound management decisions based on effective communication, cooperation and participation. In order to provide an equitable service Mackay Family Day Care Scheme will provide for adequate Educator and parent/guardian participation in management.

The Association's Management Committee endeavours to meet their aims and objectives by:

1. Controlling management of the administration of the affairs, property and funds of the Association.
2. Employing staff to carry out specific tasks for the Association, subject to the conditions of any grants.
3. Delegating duties and powers for such periods to any existing office bearer.
4. Authorising persons, from time to time, to form sub-committees for the sole purpose of assisting the Management Committee in carrying out its duties.
5. Authorising representatives to attend meetings of the Family Day Care Association (Qld) Inc. and similar bodies.
6. Attending to issues as they arise.
7. Monitoring and enacting the Grievance and Complaint Procedures Policy.

### **Terms of Reference:**

The Management Committee acts on behalf of the Mackay Family Day Care Association Inc. as Approved Provider of the Mackay Family Day Care Scheme.

The Management Committee:

- a) Provides a forum for effective communication and dissemination of information.
- b) Makes decisions consistent with the objectives of the Mackay Family Day Care Association.

### **Procedures:**

1. The Mackay Family Day Care Association Incorporated Management Committee will consist of up to 7 members made up of
  - Up to 2 representatives from Mackay Family Day Care Educators,
  - Up to 2 representatives from Mackay Family Day Care Client Families,
  - Up to 2 representatives from the Mackay community, and
  - the Manager of the Scheme.

2. Members of the Mackay Family Day Care Association Inc. Management Committee shall be duly elected as per the Constitution and shall consist of President, Vice President, Secretary, Treasurer and up to two (2) additional elected Committee Members.
3. Mackay Family Day Care Scheme staff will ensure all the required checks are completed prior to anyone being accepted as a committee member.
4. The Manager of the Mackay Family Day Care Scheme is automatically a member of the Management Committee.
5. The Manager is not able to accept a position of office bearer.
6. Scheme staff who are currently employed by the scheme are prohibited from standing for election to the Mackay Family Day Care Association Incorporated Management Committee, excluding Manager as per item 1.
7. Immediate family members (spouse, parent, child) of a current scheme employee are prohibited from standing for election to the Mackay Family Day Care Association Incorporated Management Committee.
8. A member can resign from the Management Committee at any time by giving notice to the Secretary.
9. Members are required to declare any criminal history or conflict of interest.
10. Scheme Staff will meet with the new Management Committee members as soon as practicable after the AGM, at a mutually agreed time
11. Management Committee meetings will be held at the Scheme office at least once every 2 months on a day and date as determined by the current Committee.

Date Implemented	Review Due	Date Reviewed	Date Updated	Source
2010 July	2012 January 2013 July 2015 January 2016 November 2019 May 2020 November 2021 September 2023 March 2025 January	2012 January 2013 July 2015 January  2019 May	2016 November  2020 March 2021 September 2023 July	<ul style="list-style-type: none"> <li>• The Incorporated Associations Manual, 2nd Ed. 2008</li> </ul>