ORGANISATIONAL CHART - PRESTON NEIGHBOURHOOD HOUSE

COMMITTEE OF MANAGEMENT
* Policy & Planning
* financial management
* represent community's interests
* monitor progress
* responsible for roles of paid staff & volunteers
* staff employment
* Adnere to Constitution
* Adhere to Incorporation Act
* provide a safe work environment
* Meet legal requirements

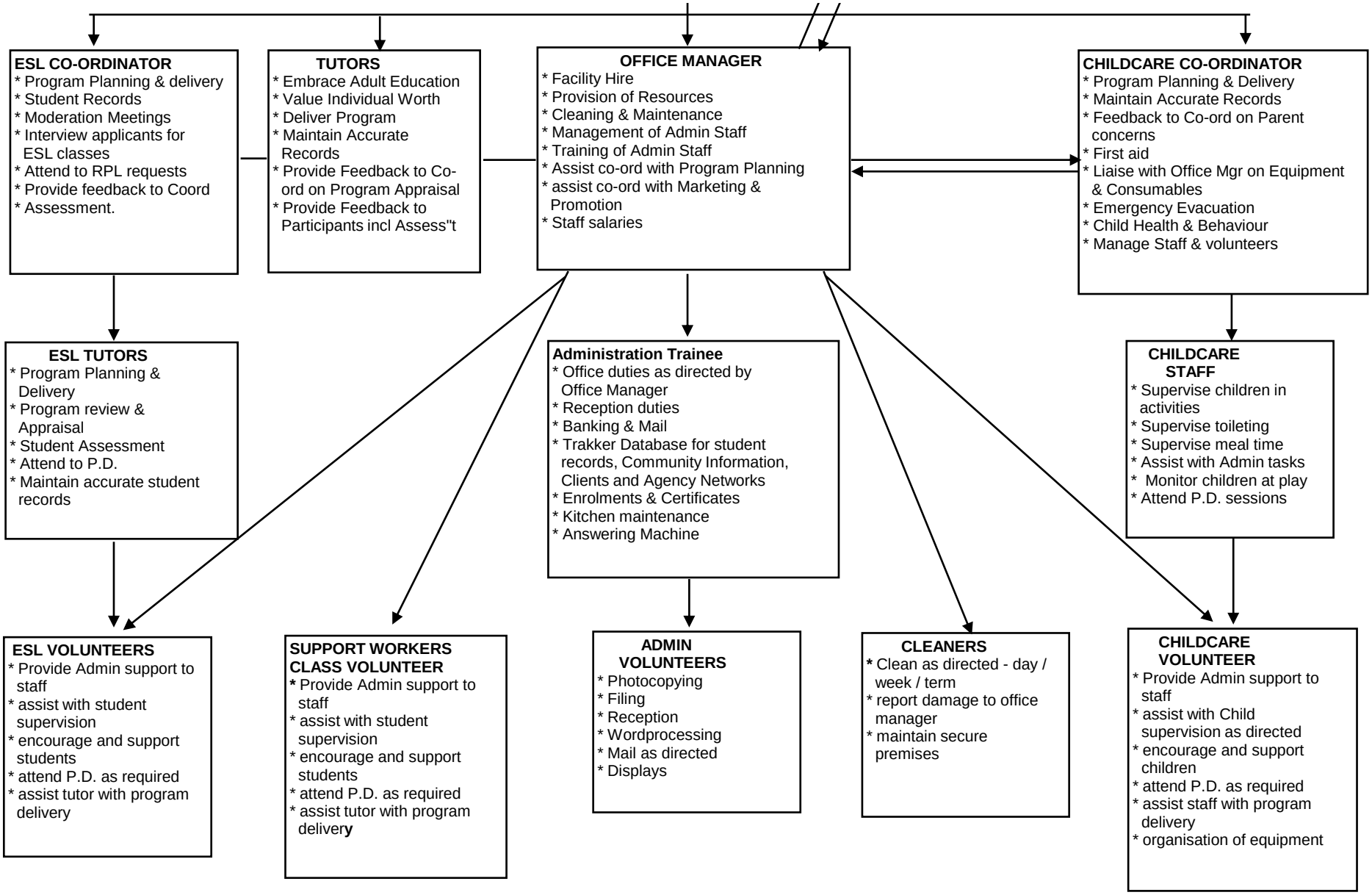
C.O.M. PRESIDENT
* Chair C.O.M. meetings
* Represent Committee at Official functions
* Assist with preparation of Agenda

C.O.M. SECRETARY
* prepare and distribute copies of minutes of meetings to committee members

C.O.M. TREASURER
* prepare financial reports -
  to: committee
  funding bodies
  Corporate Affairs
* attend to Bookkeeping tasks
* record Income & Expenditure
* advise C.O.M. on financial planning
* attend to Superannuation & BAS reqirements.

C.O.M. GENERAL MEMBER
* attend General Meetings
* be a member of sub-committees & specific working groups,
* be informed
* represent community's interests,
* assist committee with it's business

CO-ORDINATOR
* Implement Strategic Plan & Policies
* Seek & Manage resources
* Act as Executive officer
* Develop Position Descriptions
* Execute Operational Plan
* Establish Performance Indicators
* Represent Organisation at Networks and Professional Associations.
* financial accountability
* manage systems for RTO compliance
* Marketing & Promotion


ESL CO-ORDINATOR
* Program Planning & delivery
* Student Records
* Moderation Meetings
* Interview applicants for ESL classes
* Attend to RPL requests
* Provide feedback to Coord
* Assessment.
TUTORS
* Embrace Adult Education
* Value Individual Worth
* Deliver Program
* Maintain Accurate Records
* Provide Feedback to Co-ord on Program Appraisal
* Provide Feedback to Participants incl Assess"t
OFFICE MANAGER
* Facility Hire
* Provision of Resources
* Cleaning & Maintenance
* Management of Admin Staff
* Training of Admin Staff
* Assist co-ord with Program Planning
* assist co-ord with Marketing & Promotion
* Staff salaries
CHILDCARE CO-ORDINATOR
* Program Planning & Delivery
* Maintain Accurate Records
* Feedback to Co-ord on Parent concerns
* First aid
* Liaise with Office Mgr on Equipment & Consumables
* Emergency Evacuation
* Child Health & Behaviour
* Manage Staff & volunteers
ESL TUTORS
* Program Planning & Delivery
* Program review & Appraisal
* Student Assessment
* Attend to P.D.
* Maintain accurate student records
Administration Trainee
* Office duties as directed by Office Manager
* Reception duties
* Banking & Mail
* Trakker Database for student records, Community Information, Clients and Agency Networks
* Enrolments & Certificates
* Kitchen maintenance
* Answering Machine
CHILDCARE STAFF
* Supervise children in activities
* Supervise toileting
* Supervise meal time
* Assist with Admin tasks
* Monitor children at play
* Attend P.D. sessions
ESL VOLUNTEERS
* Provide Admin support to staff
* assist with student supervision
* encourage and support students
* attend P.D. as required
* assist tutor with program delivery
SUPPORT WORKERS
CLASS VOLUNTEER
* Provide Admin support to staff
* assist with student supervision
* encourage and support students
* attend P.D. as required
* assist tutor with program delivery
ADMIN VOLUNTEERS
* Photocopying
* Filing
* Reception
* Wordprocessing
* Mail as directed
* Displays
CLEANERS
* Clean as directed - day / week / term
* report damage to office manager
* maintain secure premises
CHILDCARE VOLUNTEER
* Provide Admin support to staff
* assist with Child supervision as directed
* encourage and support children
* attend P.D. as required
* assist staff with program delivery
* organisation of equipment