



2020 Free Committee Training

Starting from the beginning - governance information and support

Join us for a comprehensive introduction to the roles and responsibilities of committees of management of early childhood services

The free session will cover:

- An introduction to the roles and responsibilities of committees, including brief consideration of joining an EYM
- Your role as:
 - an Incorporated Association committee
 - an Approved Provider and an early childhood funded service provider
 - an employer of staff in an early childhood service
 - a Manager of an early childhood service

Quality Area 7: Governance and Leadership

Financial management

This session explores the responsibilities of the committee in relation to managing the finances of the incorporated association

Topics include:

- the legal framework for incorporated associations
- record keeping and reporting
- allocation of financial tasks within the committee
- planning including preparing the budget

DATE

VENUE

Saturday
22 February 2020
10.00am – 12.00pm

Hobsons Bay City Council
Altona Civic Centre
115 Civic Parade Altona

DATE

VENUE

Wednesday
12 February 2020
6.30pm – 8.30pm

City of Monash
The Function Room Level 1
293 Springvale Road Glen Waverley

Tuesday
18 February 2020
6.30pm – 8.30pm

Cardinia Shire Council
James Bathe Reserve
67 Caversham Drive Pakenham

Thursday
20 February 2020
6.30pm – 8.30pm

City of Greater Dandenong
Civic Centre
Level 2 – Meeting Rooms 2NW & 2NE
225 Lonsdale Street Dandenong

Saturday
22 February 2020
10.00am – 12.00pm

Hobsons Bay City Council
Altona Civic Centre
115 Civic Parade Altona

Monday
24 February 2020
6.30pm – 8.30pm

Bayside City Council
Sandringham Corporate Centre
Bayside Room
76 Royal Ave Sandringham

Wednesday
26 February 2020
6.30pm – 8.30pm

Banyule City Council
The Hawdon Room
Room 402 – Level 4
1 Flintoff Street Greensborough

Tuesday
3 March 2020
6.30pm – 8.30pm

Frankston City Council
Acacia Room
30 Davey Street Frankston

Thursday
5 March 2020
6.00pm – 8.00pm*

ELAA
Board Room
Level 3 – 145 Smith Street Fitzroy

Wednesday
11 March 2020
6.30pm – 8.30pm

Boroondara City Council
Camberwell Civic Centre
Building 1 Blackwood Room
8 Inglesby Road Camberwell



Sessions are free but registration is essential
To register please book online at www.elaa.org.au/events
and complete the online registration form
or call (03) 9489 3500, press 3

Please arrive and sign in 15 minutes prior to the commencement of a session

* ELAA sessions can be attended remotely via video conferencing. Sessions are capped at 15 participants per session. On registration, please identify if you will be attending in person or via video conferencing