



2021 Free Committee Training

Quality Area 7: Governance and Leadership

Ending the year on a high – planning your AGM and successful handover to the new Committee session

Join us for a comprehensive presentation on preparing for your AGM and how to ensure a positive handover is provided to the new committee.

The free session will cover:

- Effective Annual General Meetings (AGM)
 - constitutional requirements
 - committee recruitment
 - planning the meeting
 - agenda and reports
 - committee elections
 - strategies to encourage attendance
- The handover process
 - preparation
 - essential information to be passed on
 - the meeting

DATE

Thursday 28 January 2021
7.00pm – 9.00pm

VENUE

General public session
Via ZOOM video conference



ABOUT OUR PRESENTERS

ELAA's Service Delivery and Growth team bring specialist skills and extensive experience to these sessions. With background in management of early childhood services, industrial relations, human resource and early childhood teaching, they understand the challenges that committees of management face.

Starting from the beginning Governance Information sessions

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

DATE

Wednesday 27 January 2021
7.00pm – 9.00pm

VENUE

General public session
Via ZOOM video conference

Tuesday 2 February 2021
7.00pm – 9.00pm

General public session
Via ZOOM video conference

Thursday 4 February 2021
7.00pm – 9.00pm

General public session
Via ZOOM video conference

Wednesday 10 February 2021
7.00pm – 9.00pm

General public session
Via ZOOM video conference

Thursday 11 February 2021
6.30pm – 8.30pm

General public session
Via ZOOM video conference

Monday 22 February 2021
7.00pm – 9.00pm

General public session
Via ZOOM video conference

Monday 1 March 2021
7.00pm – 9.00pm

Mildura Rural City Council
Kindergartens only
Via ZOOM video conference

Tuesday 2 March 2021
7.00pm – 9.00pm

General public session
Via ZOOM video conference

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

Monday 15 February 2021
7.00pm – 9.00pm

VENUE

Mildura Rural City Council
Kindergartens only
Via ZOOM video conference

Wednesday 17 February 2021
7.00pm – 9.00pm

General public session
Via ZOOM video conference

Thursday 18 February 2021
6.30pm – 8.30pm

General public session
Via ZOOM video conference

Tuesday 9 March 2021
7.00pm – 9.00pm

General public session
Via ZOOM video conference

Wednesday 24 March 2021
7.00pm – 9.00pm

General public session
Via ZOOM video conference

BOOK YOUR PLACES NOW

Sessions are free but registration is essential

To register please visit www.elaa.org.au/pld

Please arrive early with a copy of your Constitution and log your name and service in the chat function on ZOOM when you arrive.

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