

Ending the year on a high:
*Planning your AGM and
successful handover to the
new committee*

Term 2 2022

Acknowledgement of Country



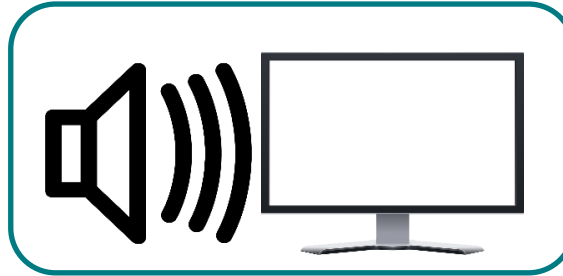
*Heart image is from Indigemoji, Australia's first set of Indigenous emojis made on Arrente land in Mparntwe (Alice Springs)
Sourced from Indigemoji page on LinkedIn/June 2021/Sharon Rogers user*

Administration

TIME AVAILABLE



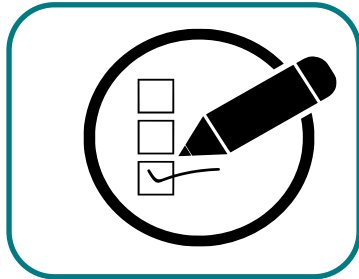
PARTICIPANT AUDIO & VIDEO



CHAT FACILITY



POLLS DURING PRESENTATION



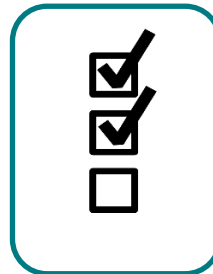
TECHNOLOGICAL DISRUPTION



COMFORT BREAKS



EVALUATION



This session

- Who is Early Learning Association Australia (ELAA)
- The Annual General Meeting (AGM)
 - constitutional requirements
 - committee recruitment
 - planning the meeting
 - preparing the agenda and reports
 - election of the committee
- The Handover:
 - preparation
 - essential information to pass on
 - the meeting



Who is ELAA?



- **A not for profit, incorporated association governed by a board**
- **A membership organisation**
 - Training, employer representation, advisory service to early childhood committees of management, early years managers & local government
 - Peak body (advocacy) championing for excellence in early learning for children across Australia and supports parents and service providers
 - OHS, Road Safety Education and 3YO Kindergarten Expansion Projects
 - “Learning Brought to Life” Professional Learning and Development program for all audiences
 - Participation in early childhood events and forums

Links to the National Quality Standards

Area 7 – Governance and Leadership

Standard 7.1 Governance supports the operation of a quality service

Element 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Element 7.1.3 Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.

Standard 7.2 Effective leadership builds and promotes a positive organisational culture and professional learning community.

Element 7.2.1 There is an effective self-assessment and quality improvement process in place.

Holding a successful Annual General Meeting (AGM)



Annual General Meetings

All Incorporated Associations must hold an AGM

Why

- Constitutional requirement – Associations Incorporation Reform Act 2012
- To inform their members about what they have been doing for the last 12 months
- To accept and confirm the financial report of the previous financial year
- To elect the new committee

When

- Within 5 months of the end of your financial year (constitution may state sooner)

First thing first....locate your constitution!

Provides key information about



- membership
- financial year
- notifications & advertising
- committee structure
- election process
- meeting proceedings
e.g. quorum & voting
- term of office

AGM preparation

Consider the following...

Will the meeting

- only be the AGM?
- be combined with a social event?
- be a parent information night?
- include a guest speaker?
- who will chair the election?



Preparation

Appoint a subcommittee to be responsible for:

- checking constitution for AGM requirements
- organising advertising and invitations
- collecting and collating reports (committee, staff, financial)
- gathering any forms that need to be signed
- ensuring copies of documents are made
 - minutes from the last AGM
 - minutes of any SGM held since the previous AGM
 - spare nomination forms

Appoint a subcommittee to be responsible for:

- reviewing and preparing a register of current members
- managing the committee recruitment process
- preparing the technology support to run an online meeting



Advertising the AGM & notifying members



Notify members

- check your constitution
- includes families who have children enrolled for the following year
- electronic means

Advertise

- electronic newsletters for local paper, school or library
- notice or banner at service
- email to parents
- around your community
- personal invitations
- any other means?

Recruiting new committee members



Succession planning

Is a '*must have*' not a '*nice to have*'

Is a necessary part of any organisation's ability to:

- ensure continuity
- reduce risk
- improve staff morale
- preserve organisational memories

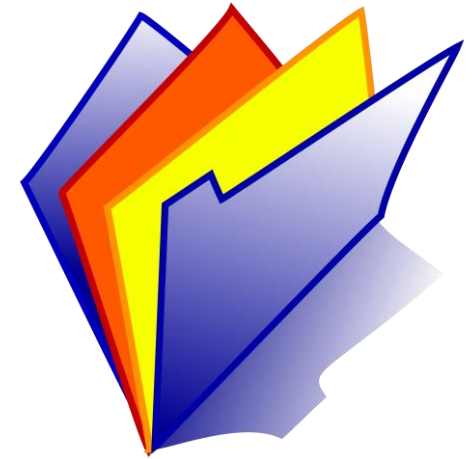


Recruitment considerations

When recruiting think about:

- diversity of members – encourage continuity by recruiting parents from the upcoming 3-year-old groups
- current members stepping into new role, eg. Vice President to President
- approaching local community organisations
- eligibility, longevity, useful skills

Recruitment preparation



A recruitment pack should include:

- the organisation's philosophy
- a description of the management structure
- general roles and responsibilities for all committee positions
- benefits to individuals, their children and their community
- resources and list of support agencies
- contact details of AGM sub committee
- nomination process information and forms

Successful recruitment strategies

- Consider a social function for new parents for next year and have a brief presentation on the Committee of Management
- Invite potential members to a committee meeting to get a feel for the role
- Be prepared to answer questions and provide information
- Display enthusiasm and the personal approach



Skills we develop from the committee experience

- Team Work – leadership, chairing, cooperation, delegation, conflict management
- Organisational skills – planning, time management and keeping records
- Decision making including handle complaints and ethical issues
- Staff management
- Financial management
- Communication – report writing, presentations, using media
- Understanding governance processes and legislation
- Project management, including running fundraising events
- Motivate others/Networking/Life long friendships

The nomination process

- DO NOT wait until the night of the AGM
- Consider
 - the process to follow (via email, a box at the Kindergarten)
 - a closing date (1 week or 24 hrs before the AGM)
- Follow up with each person, before the AGM, if there is more than one nomination for a position
- Remember, current committee members need to nominate if their term of office has ended
- Should not be a competition– everyone on the committee has a role to play and everyone shares the responsibilities

Reporting



What reports do we need?



Financial Report (Mandatory): Including an audited report where required

Committee: What the committee has achieved, ongoing projects, brief update on current QIP, thanks to outgoing members

Staff: Highlights of the year, brief update on educational program, remote learning and how the children have progressed through the year

Others: May include Fundraising, Maintenance etc

Financial reporting

- As soon as possible after the end of the financial year, ensure financial statements are prepared
- Financial statements must include:
 - Profit and loss statement for the financial year
 - Balance sheet (assets and liabilities)
 - Any mortgages, charges and securities affecting any property of the association
 - Information about any trusts affecting the association
- Completed statements must be presented to the committee and certified by **two** committee members that they give '*a true and fair*' view of the association's financial position, prior to the AGM
- This certified report is then presented to members at the AGM

Auditing requirements for Incorporated Associations

Three tiered reporting framework based on association's total income:

- **Tier one - less than \$250,000** – no additional reporting requirements outside of your constitution
- **Tier two: \$250,000 - \$1,000,000** – must have accounts reviewed by an independent accountant. Accountants report must be presented to the AGM
- **Tier three: More than \$1,000,000** – accounts must be audited by an independent auditor

The Annual General Meeting (AGM)



Agenda

Venue:

Date:

Time:

1. Opening and welcome
2. Apologies/attendance list circulated
3. Confirmation of minutes of last Annual General Meeting and of any Special General Meeting held since that meeting
4. Business arising from the minutes
5. Presentation of reports
 - President
 - Treasurer/Auditor
 - Teacher/coordinator
6. Special business

Business may be conducted if advertised according to the constitution, for example, amalgamation with another service, etc.
7. Guest speaker / information session for new parents (optional)
8. Election of new committee
(chaired by.....)
9. Close meeting



Election of new committee

- Election process is determined by your constitution
- Recommend a returning officer presides over the election process
- All positions declared vacant
- All members of the association are eligible for election



Possible election scenarios

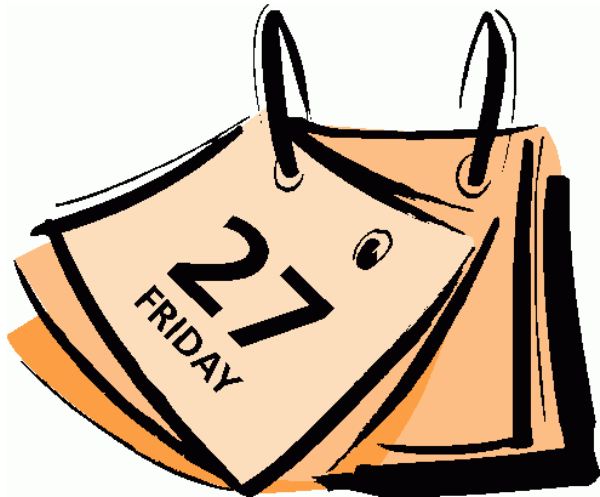
- **Single nominations** are received for **all positions** prior to the meeting
- Nominations are received for only **some** of the positions (or none at all) prior to the meeting
- **More than one nomination** is received for a position

Unfilled positions



- It is not essential to fill all committee positions at the AGM; the service can continue functioning provided enough committee members have been elected to enable decision making (i.e. a quorum)
- 14 days after vacancy arises, Secretary role must be filled. This is a requirement under the Act.
- Committee need to continue advertising and recruiting to fill those positions as per the casual vacancy clause in your constitution

At the end of the meeting



- Distribute
 - forms that need to be completed asap
 - contact list of new and old committee members
- Set date of handover meeting (for new and current committee members)
 - prior to date set out in constitution under **Section 49 Term of office** or
 - within one week of the AGM

Forms or notifications to be completed

- **myGovID** – set up Relationship Authorised Manager (RAM) via Business Portal
- **Consumer Affairs** - Change of association details via myCAV
- **ACNC** - Responsible Person Change via the Charity Register on website
- **Bank accounts** - Change of authorised signatories
- **DET/ACECQA:**

PAo8: *Notification of change to information about approved provider*

PAo2: *Declaration of fitness and propriety*
(including Police records check forms/WWCC forms)



After the AGM

Minutes:

- Write up minutes as soon as possible and file with copies of reports and attendance sheets. This file should be passed on to the new committee.

ACNC:

- Incorporated associations that are a registered charity with the ACNC must submit their annual statement to ACNC.

Consumer Affairs Vic :

- Incorporated associations that are not a registered charity must submit their financial statements to CAV via MyCav within 1 month of their AGM.

Australian Charities and Not-for-profit Commission (ACNC)



All registered charities must comply with their legal obligations, including submitting an Annual Information Statement each year.

Who needs to submit an Annual Information Statement?

Charities registered with the ACNC must submit an Annual Information Statement every reporting period (unless they have an exception). You can check if your charity is registered by searching for it on the [ACNC Charity Register](#).

If your charity is no longer operating or has been wound up, you should request that your charity's registration with the ACNC be revoked using the ACNC's charity registration revocation application (Form 5A). To access this form, log into the [ACNC Charity Portal](#).

[Start a charity](#) →

The Annual Information Statement ↓

[2018 AIS Information Hub](#)

[Pre-2018 AIS resources and guides](#)

[Manage your charity](#) →

[Charity tax concessions](#) →

After the AGM



Local government:

- Lease/service agreements may require a copy of the financial statement and minutes from the AGM; contact details of new committee.
- Send thank you notes to guests

Handing over

Refer to the constitution on when the new committee becomes responsible as this may be as soon as the election is over or at a specific date.



AGM sub-committee may organise necessary documents at the same time as arranging AGM.

One-to-one handover

Have 1:1 time for each previous office holder to meet and hand over information to their successor



Handover meeting

Attendees - outgoing & new committee members

Purpose – information meeting to discuss/share information and complete forms.

Time – within one week of AGM or prior to date set out in constitution under **Section 49 Term of office**

Consider running an online meeting

Handover meeting agenda



- Introduce all members and distribute folder
- General discussion about the role of the committee as:
 - **Manager of the service** (subcommittees, policies, planning, funding)
 - **Approved Provider** (where applicable – legal responsibilities, Quality Improvement Plan)
 - **Employer** (where applicable – staffing arrangements, award, conditions, any specific issues such as Workcover)
- Role of the early years manager (where applicable)
- Conducting meetings
- Decision making
- Confidentiality
- Future planning including the proposed 2023 timetable

Succession Planning

A part of a successful handover is to have a succession plan in place to ensure the long-term success of the organisation.

Taking into consideration workforce, finances, program model and timetables, infrastructure.

2022 Committee Meeting Summary

Month of the year	Key considerations	Details
December 2021	Appointed 2 new ECTs	- Employment details (ie fixed term contract)
February	Discussion on building expansion	- 2022 committee research design quote throughout 2022
March	2023 3Year old Flexible funding policy introduced	- DET released this policy to be enacted in 2023-2024
April		

Committee information folder

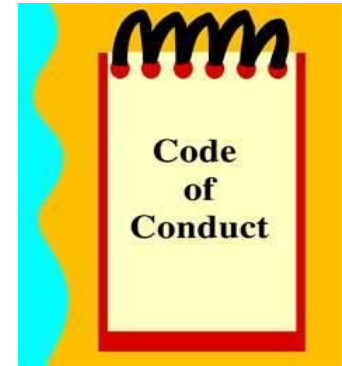
- Important documents e.g. Constitution
- Committee and Service's policies and procedures, code of conduct
- <https://jobs.earlychildhood.education.vic.gov.au/>
- Detailed roles of the committee and its members
- **If your centre is part of an early year's manager, information regarding the early years manager should be included (contacts, responsibilities etc.)**
- Roles will depend on your constitution – a OH&S officer is very important
- Financial reports and a copy of the budget
- Minutes of previous meeting
- Committee contact details
- Kindergarten timetable and programs offered
- Staff rosters, positions and hours of employment

Committee information folder (continued)

- Insurance cover (VMIA & Contents insurance providers)
- National Quality Framework (**self-assessment and quality improvement plan**)
- List of resources and support agencies
 - ELAA membership information
 - ELAA PolicyWorks
 - ELAA Early Childhood Management Manual (ECMM)
 - DET Kindergarten Funding Guide
 - Membership and password register

Reinforce confidentiality

All committee members should sign a code of conduct /confidentiality agreement at handover



A duty, to do their job to the best of their ability, to maintain confidence at all times – car park, social events, school, in the community

Confidentiality relates to all information about parents, staff, other committee members, external members of the community that may be linked to the service.

A black and white template for a "Confidentiality Agreement". The title "Confidentiality Agreement" is at the top. Below it, there are lines for "This CONFIDENTIALITY AGREEMENT is made by and between" followed by "(1st Party)", "And" followed by "(2nd Party)", and "Each of whom shall be hereinafter referred to as 'Disclosing Party' or 'Receiving Party', as appropriate as of ____/____/____". There is also a line for "Project Reference:" followed by a blank space.

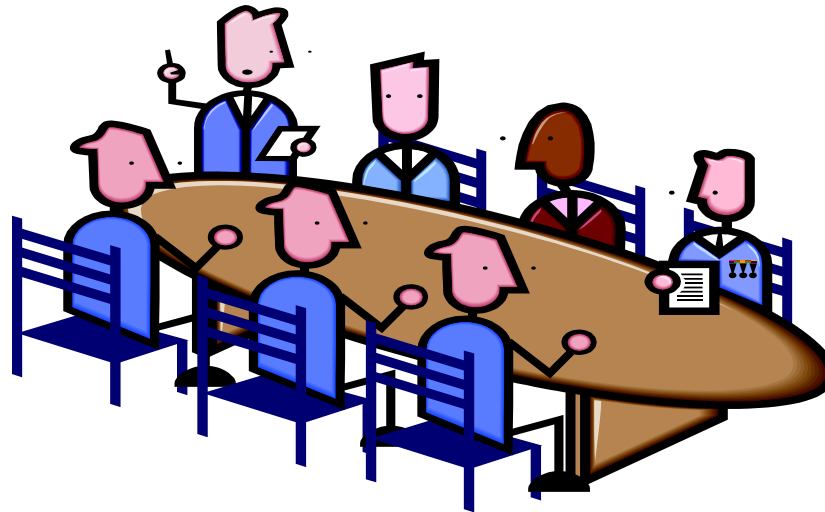
What should the new committee do now?

Become familiar with service documents:

- Constitution
- Current policies and practices. (Set up subcommittees for staffing, complaints and grievances)
- Budget
- National Law and Regulations
- National Quality Standards, Rating and Assessment and Quality Improvement Plan (QIP)
- Committee office information – filing, staff information
- Child Safe Standards
- ELAA membership number, services, resources and training – check ELAA website and signup for ELAAvate

The new committee's first meeting

- If the AGM has been held in November, the next committee meeting is usually held in December.
- It is recommended that both the new and exiting committee attend.



Useful links

- **Consumer Affairs** www.consumer.vic.gov.au
- **Australian Charities Not-for-profit Commission** www.acnc.gov.au
- **Institute of Community Directors Australia**
www.communitydirectors.com.au
- **Justice Connect Not-for-profit Law Hub** www.nfplaw.org.au
- **Commission for Children and Young People** ccyp.vic.gov.au
- **Victorian Institute of Teaching** www.vit.vic.edu.au
- **OHS in Services** ohsinecservices.org.au
- **Department of Education and Training**
www.education.vic.gov.au/childhood/providers/regulations
Email: licensed.childrens.services@edumail.vic.gov.au
Phone: 1300 307 415
- **Australian Children's Education and Care Quality Authority (ACECQA)**
www.acecqa.gov.au

Resources available on the ELAA website

Resources available

- ELAA Early Childhood Management Manual (ECMM)
- Policy Works Manual - NQF
- Employee Management and Development Resource
- Managing Performance-Related Concerns
- Budget Works
- Model Works

For ELAA members

- Industrial bulletins
- Wages bulletins
- Agreements and Awards
- Member Forums
- Pro-rata Annual Leave calculations
- Portable Long Service Leave calculations
- Work history calculations
- Sample constitution
- COVID19 FAQs and resources

Free Governance training (Live webinars & Self-Paced)

- Starting from the Beginning – Governance Information
- Starting From The Beginning – Employee Management
- Financial Management
- Employee Management and Development Resource
- Ending The Year On a High – Planning your successful AGM

Consultancy service

HR, IR, Governance, OHS consultants to provide tailored projects and training.

ELAA consultancy services

What do you do when your Early Childhood Education Service needs tailored support to deal with a critical issue? ELAA's expert consultancy partners can work with your team to find solutions to industrial relations, conflict management, Human Resources, governance, OHS, and other needs. As an ELAA member you'll get great ELAA member rates on specialised consultancies.



For more information on ELAA's consultancy service, please visit [our website](#) or contact us via training@elaa.org.au



ELAA

Professional Development with ELAA:



Introduction to Outdoor Nature Program

Presented by Early Childhood Outdoor
Learning Network

Thursday, 16th June 2022
7pm-8.30pm

[https://elaa.org.au/event/introduction-
outdoor-nature](https://elaa.org.au/event/introduction-outdoor-nature)

Term 3 Free Governance Training
schedule coming soon...

[https://elaa.org.au/learningbrought2life/
program/](https://elaa.org.au/learningbrought2life/program/)

Self-paced online learning modules can be accessed at any time and cover a range of governance related topics. All committee members should be encouraged to complete these.

More information



www.elaa.org.au



membersolutions@elaa.org.au



(03) 9489 3500

(Press 1 for Education/Governance and press 2 for Workplace Relations)

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ELAA

Thank you for attending!



Please remember to
complete your
evaluation form.
Your resource pack
will be emailed to you
after today.