



## Role Description – Council Member

As a Council we advocate for high quality education and care for vulnerable children and families through the advancement of Early Childhood professionals.

**Role title:** Council Member

This Role Description applies to all Council members, including office bearers.

**Purpose:** Elected Council Members volunteer their time to achieve the Charitable Status and Purposes of the Association.

**Accountable to:** The AGECS Council and bound by AGECS Constitution and all AGECS Policies and Procedures, including Working Together Agreement and Code of Conduct. Elected Council members must sign a 'Consent to Act' before taking on the Council position.

**Responsible for:** Support of the AGECS Council and other members.

**Term of office:** One year.

### Responsibilities and Expectations:

#### The responsibilities of the AGECS Council include:

- a. Ensuring accurate minutes of the Annual General meeting and Council meetings of the Association are made and kept; and
- b. All records, securities and relevant documents of the Association are kept properly.

Council members support Office Bearers in the building and maintaining of good relationships with early childhood education particularly in Victoria.

#### The responsibilities of Council members include:

- a. Acting as a Responsible Person as defined by the Australian Charities and Not for profit Commission (ACNC) Standards 4 and 5, and being aware of their duties and complying with them: <https://www.acnc.gov.au/tools/topic-guides/responsible-persons>
- b. Proactively participating in and providing strategic leadership. By working together Council members will design, implement, review and evolve AGECS structure, governance processes, and programs. Council must meet the AGECS charitable purpose with alignment to budget approval and assessment of financial performance and conditions.
- c. Keeping up to date with developments in ECEC governance and issues management.
- d. Attending Council Meetings, regular Committee meetings and the AGM. The Council meets at least five times a year with Council members attending either online or at Melbourne Graduate School of Education (MGSE) and each Committee has at least four

to six online meetings a year. Ongoing Committees including Cultural Change, Digital, Finance, Media, Membership, Metro and Regional Representatives, Reconciliation Action Plan (RAP), and other temporary committees.

- e. Serving on at least one, preferably two, AGECS Committees. Executive members (office bearers) are exempt from requiring to be on two committees due to their additional responsibilities.
- f. Proactively reviewing Council and Committee papers. Setting aside not less than one hour per meeting for preparation and review of meeting papers for meeting participation (more than an hour may be required).
- g. Proactively participating in discussion, debate and shared responsibility for decision making, including ensuring that the financial and business model structuring of AGECS will adequately support current and future strategic and charitable needs.
- h. Attending at least 50% of AGECS organised events.
- i. Participating in any directed Council member training.
- j. Being able to articulate AGECS Vision, Mission, Values, strategic direction and achievement, and publicly supporting these.
- k. Being aware of and avoiding, where possible, or disclosing, any conflict of interest.

## Personal competencies

- Demonstrate leadership and a strong commitment to ECE professionals.
- Develop a high level of commitment to AGECS Mission, Vision and Values.
- Financial literacy, including a minimum basic understanding of financial reporting.
- High standards of professional and personal integrity.
- The ability to express and substantiate opinion in a way that is respectful of others.
- Demonstrated knowledge and experience in a field that is relevant to the work of AGECS as reflected in the Matrix.

## Time commitment

Average hours per month noting there are busier times for The AGECS responsibilities in certain times of the year such as the first half of the year for events: six to eight hours or more per month. This may include Committee responsibilities, attending events and meetings.

## Remuneration

AGECS Council members are not remunerated for their Council services and meeting attendances. Council members are reimbursed for agreed training/professional development expenses and any travel expenses relating to Council meetings or other agreed travel that reflect the charitable activities of AGECS.

## Additional information

See [www.agecs.org.au](http://www.agecs.org.au) for further information generally.

For further information not available on website about the AGECS Council, please contact the Administration Officer in the first instance via [info@agecs.org.au](mailto:info@agecs.org.au) or 0492 956 829.