



AG ECS

Role Description Council Member

The Association of Graduates in Early Childhood Studies (AGECS) leads the provision of innovative and challenging learning to Early Childhood professionals to develop quality early childhood settings. These settings enhance learning and developmental achievements for all children with the most significant impact being on the outcome of children experiencing vulnerability.

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

AGECS Council is bound by AGECS Constitution and all AGECS policies and procedures, including the Working Together Agreement and the Code of Conduct, together with Australian Charities and Not-for-profits Commission (ACNC) Governance Standards.

Responsible for

Supporting the AGECS Council and other members.

Requirements

Elected Council members must sign a 'Consent to Act' form and provide a Director Identification Number (DIN) before taking on the Council position.

Term of office

One year.

Time commitment

On average, six to eight hours are required per month for AGECS responsibilities, however there are busier times across the year. This time may include Committee responsibilities, attending events and/or other meetings.

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.
- b) Ensuring all records, securities and relevant documents of the Association are kept properly.
- c) Supporting Office Bearers in the building and maintaining of good relationships with early childhood education particularly in Victoria.
- d) 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: www.acnc.gov.au/tools/topic-guides/responsible-persons.
- e) Working together with Council members to design, implement, review and evolve the structure, governance processes and programs of AGECS. Council must meet the AGECS charitable purpose with alignment to budget approval and assessment of financial performance conditions.
- f) Keeping up to date with developments in ECEC governance and issues management.
- g) Attending Council Meetings, regular Committee meetings and the Annual General Meeting. The Council meets at least five times per year with Council members attending either online or at the Melbourne Graduate School of Education (MGSE). Each Committee has at least four to six online meetings per year. Ongoing Committees including Cultural Change, Digital, Membership, Metro and Regional Representatives, and Reconciliation Action Plan (RAP), in addition to temporary committees.
- h) Serving on at least one, preferably two, AGECS Committees. Executive members (Office Bearers) are exempt from the requirement to be on two due to their additional responsibilities.

- i) Proactively reviewing Council and Committee papers. Setting aside sufficient time prior to each meeting for preparation and reviewing the agenda, reports and other documentation for informed meeting participation.
- j) Participating in discussion, debate and shared responsibility for decision-making including ensuring the financial and business model structuring of AGECS will adequately support current and future strategic and charitable needs.
- k) Attending at least 50% of AGECS organised events.
- l) Participating in any directed Council member training.
- m) Being able to articulate AGECS vision, mission, values, strategic direction and achievement, and publicly supporting these.
- n) Being aware of and disclosing any conflict of interest.

Additional Information

For additional information about joining the AGECS Council see www.agecs.org.au or contact the President via president@agecs.org.au or the Program Manager via programs@agecs.org.au