VOLUNTEER COMMITTEE MEMBER POSITION DESCRIPTIONS

COORDINATOR	
Coordination	• Coordinate playgroup sessions including set-up, routines, pack down, rosters, excursions, speakers etc.
Communication	• Act as the main point of contact with PGNSW. • Model open communication and welcome all new attendees and members. • Pass on all relevant information to playgroup members (e.g. outings, meetings, policies and PGNSW correspondence.) • Act as a contact point for members needing information or support.
Safety and compliance	• Ensure safety of all attendees, including that venue is safe and all defects are reported.
Meetings	• Arrange and chair all meetings. • Ensure the Annual General Meeting is held within 6 weeks of the end of the financial year
Financial	• Act as a co-signatory to the bank account. • Review the Treasurer's books regularly.
SECRETARY	
Coordination	• Support the Playgroup Volunteer Committee with playgroup coordination and tasks.
Communication	• Write and receive correspondence. • Liaise with the owners of the playgroup premises as necessary. • Notify Playgroup NSW of any changes to Playgroup Volunteer Committee members.
Safety and compliance	• Ensure attendance is collected at each session. • Ensure all attendees are or become Playgroup NSW members • Ensure all relevant records are kept. • Arrange toy and equipment inventory to be done once a year and send to PGNSW
Meetings	• Provide an agenda at least two weeks before General Meetings and the Annual General Meeting. • Take minutes (or delegate a minute taker) at meetings and send a copy of minutes to PGNSW and all members.
Financial	• Act as a co-signatory to the bank account.
TREASURER	
Coordination	• Support the Playgroup Volunteer Committee with playgroup coordination and tasks.
Communication	• Keep the playgroup informed of its financial position.
Meetings	• Present the financials at all meetings • Present the reviewed financial statements to the AGM.
Financial	• Collect and bank all session fees and extra money by the next banking day, keeping an accurate record of income and expenditure • Ensure receipts are issued for all incoming monies or noted financial records with date, amount and from whom. • Present the financial records to the coordinator for signing each month or at each playgroup meeting. • Act as a co-signatory to the bank account. • Ensure all spending is approved • Send Annual Financial Statement to PGNSW showing the playgroup's financial position as of 30 September.