

## ST KILDA PLAYGROUP

### Co-President Role - Responsibilities

TASK	FREQUENCY
Maintain and mentor Port Phillip Council contact with key representatives to ensure the SKPG is up to date with the latest information.	10-20 minutes a week.
Maintain and update session timetables, including issuing new slots, closure of groups and occasional mergers. This includes calls, emails, texts and ad-hoc meetings with members to discuss requirements/concerns.	2 hours a month, sometimes more or less.
Maintain Group contacts list and ensure up to date for Committee members to view/amend.	2 hours a month
Attend committee meetings and arrange Port Phillip Council meetings, including general SKPG commitments as they arise.	Approx quarterly
Support Committee members in dispute resolution.	As required - Doesn't happen very often.
Represent SKPG outside playgroup, promote.	As required, depending on how much time you have.
Maintain WhatsApp Group Contacts broadcast list. Provide regular posts.	As required
Maintain <a href="mailto:stkildaplaygroup@gmail.com">stkildaplaygroup@gmail.com</a> inbox, reply to all emails and requests.	Daily check
Maintain WhatsApp SKPG mgmt Committee broadcast list. Keep informed with regular posts, scheduling ad-hoc teleconference calls, or emails to discuss issues at the time.	As required
Assist with the planning and organisation of scheduled activities, including the annual party for all members and their families. This includes set up/down, catering, seeking donations and any task required.	Annually for Christmas party and any extras throughout the year you can manage.
Organise and prepare AGM and annual reporting to Council.	Annually
Keep regular contact with the Treasurer to ensure Committee momentum is maintained.	As required

**Overall time commitment:** on average half a day per week.