

Early Childhood Management Services

Parent Activity Group terms of reference

Purpose

The role of the PAG is to create opportunities for families to build meaningful connections and to contribute to the unique early childhood education and care service community.

Membership

The PAG is mostly made up of families enrolled at or participating in the early childhood education and care service. Membership is open and any member can voluntarily join or leave the group at any time. PAGs can have up to 20 members at any one time. There is also the opportunity for community representation outside the participants of the (Early Education & Care) ECEC service.

ECMS (Centre Director or Nominated Supervisor) is responsible for informing parents about the PAG and is automatically a member of the PAG. ECMS encourages all parents to join and have the final decision regarding membership.

A PAG Convener will be voluntarily appointed by the first? PAG to call and chair meetings.

Time period nominated

Nominations for the PAG are selected annually, usually at the beginning of the year. Members are encouraged to commit for 1-2 years membership but may serve a longer period to ensure continuity of knowledge and community connection.

Expected number of meetings

A meeting schedule will be developed by the Centre Director or Nominated Supervisor in consultation with all PAG members and include a minimum of four meetings a year. Meetings are held at a mutually agreed time and may be in the evening.

Meeting minutes will be kept and made available to families and staff after meetings.

Resources

The Area Manager for the service is available to assist with specific or general requests. A resource kit including templates and guidelines is available on the ECMS website. Access details are available via contacting community@ecms.org.au

Fundraising account

ECMS will manage a fundraising account on behalf of the PAG. Each quarter the PAG will be provided with an updated statement regarding the fundraising account. The use of this money is at the discretion of the PAG in consultation with ECMS educators and staff representatives.

Any purchases from the fundraising account needs to be signed off by the PAG Convener, an ECEC staff representative and an ECMS representative. In the instance that there is no PAG Convener, ECMS staff representative signatures are sufficient.

Accountability

Each PAG will have a Convener who is responsible for:

- Calling meetings
- Running the meetings (with an agenda if required)
- Ensuring meeting records are kept (ie. Minutes)



- Sharing information with PAG members and other families
- Providing feedback to ECMS

If there is not a parent member available to act as the PAG Convener, an ECMS staff member or educator will automatically assume this role.

The PAG tasks may include:

- Coordinating a calendar or activities including fundraising, social and other events
- Finding ways to create a sense of belonging to the service for all families
- Representing ideas, issues and opinions of local families to ECMS, local government and others
- Developing partnerships and participating in the wider local community.



A leading not-for-profit
provider of early childhood
education and care services.

192 High Street (PO Box 182)
Northcote VIC 3070

T 03 8481 1100
E ecms@ecms.org.au

W www.ecms.org.au
ABN 13 012 989 761