



நியமனப் பத்திரம் 2024

NOMINATION FORM 2024

PROPOSER:

I(full name)

of (address)

.....(email address) being an eligible parent/guardian of Wentworthville Tamil Study Centre Inc. at the time of this nomination hereby nominate

..... (full name of the nominee)
for the position of

Signature:

Date:

SECONDER:

I(full name)

of (address)

.....(email address) being an eligible parent/guardian of Wentworthville Tamil Study Centre Inc. at the time of this nomination hereby second

..... (full name of the nominee)
for the position of

Signature:

Date:

NOMINEE: ACCEPTANCE OF NOMINATION:

I(full name)

of (address)

.....(email address) being an eligible,
..... (Mobile Phone Number) being an eligible parent/guardian of Wentworthville Tamil Study Centre Inc. having understood the responsibilities of the above position and accepting the nomination.

Signature:

Date:

THIS FORM MUST REACH THE SECRETARY NOT LATER THAN , 5.30 PM ON SATURDAY 02nd OF DECEMBER 2023 BY HAND DURING SCHOOL HOURS AT GIRRAWEEEN PUBLIC SCHOOL (GPS CAMPUS) OR BY EMAIL TO secretary@wtsc.org.au



Rules Relating to Member Eligibility

MEMBERSHIP QUALIFICATIONS

- 4.(1) All parents and guardians of children currently attending the school shall be members of the Centre.
- 4.(3) Teachers are ex-officio members of the centre and are entitled to attend meetings and vote on issues.
- 4.(4) Parents or Guardians whose children had not attended the centre for three months prior to the date of a meeting, shall participate in the proceedings of the meeting but shall not have the right to cast their votes without submitting a valid reason for their children's absence in writing to the secretary.
- 4.(5) All members of the centre shall be bound by the constitution of centre. as well as the Association Incorporation Act 1984 any Act that supersedes that.

Below positions are Available:

President

Vice President: 2 Positions

Secretary

Assistant Secretary:2 Positions

Treasurer

Assistant Treasurer: 2 Positions

Executive Members: 6 Positions



Duties and Responsibilities

Disclaimer: Please note that the roles and responsibilities outlined here serve as guidelines, adhering to the constitution, and have been adapted to accommodate daily routines. The upcoming committee reserves the right to make changes to these responsibilities to suit their preferred organisational structure and requirements supported by the constitution.

1. President

Responsibilities listed in the WTSC Constitution

1. Chairs the meetings,
2. Keeps close contact with the day school and coordinates with the principal of the Centre,
3. Represents the school at official functions,
4. Carry out duties as per rule 41. (3),
5. One of the signatories of the bank account,
6. Decision-making in the day-to-day administration of the school,
7. The ex-officio member in all three sub-committees
8. Delegate responsibility to committee members to assist in the functioning of the committee.
9. Shall have the right to control debate discussion.

Responsibilities were adapted in accordance with the guidelines and daily routines.

1. Opening and closing of Classrooms
2. In charge of public communications (Student Management Systems, Mailchimp, WhatsApp, Facebook, Instagram)
3. Overall Management of Wentworthville Tamil Study Centre.
4. Liaising with Principals and Teachers to run the school smoothly.
5. Handling escalated issues or disputes from Teachers/Members/Visitors
6. Trying to create the best safe working environment possible.
7. Allocating tasks to the team and being able to delegate tasks to others.
8. External communication – (Community Languages Schools/Federation of Tamil Schools/Department of Education and other parties)
9. Ensure all amenities are kept tidy on the school premises.
10. Capacity to be backup of any tasks (Physically / Professionally)
11. At a minimum, the ability to use Microsoft applications comfortably.
12. He/she Should be easily approachable by anyone.
13. Positive attitude, Proactive member, and ability to work autonomously at times.
14. Able to work under pressure, handle criticism well & keep yourself cool, calm, and collected.
15. Good team member and able to follow Wentworthville Tamil Study Centre protocols and values.
16. Capable of working together as a team despite the differences
17. Working more effectively and accomplishing goals and Time management
18. Able to take Responsibility and accountability for the tasks you do.
19. Dispute Management



2. Vice President - Operations & IT

Responsibilities listed in the WTSC Constitution

1. Heads the cultural sub-committee.
2. Chairs meetings in the absence of the president
3. Assists the president, secretary and Treasurer.
4. One of the signatories of the bank account in the absence of the president

Responsibilities were adapted in accordance with the guidelines and daily routines.

1. Opening and closing of Classrooms
2. Head of IT Subcommittee
3. Operations Lead
4. In charge of Book Stock Keeping
5. In charge of Webpage (Technical)
6. Incharge of Food and Beverage
7. Incharge of all the IT and Technology Equipments and maintenance
8. Incharge of all the material purchases
9. Ensure all amenities are kept tidy on the school premises.
10. In charge of Kalaivizha

3. Vice President - Safety and Facilities

Responsibilities listed in the WTSC Constitution

1. Heads the cultural sub-committee
2. Chairs meetings in the absence of the president
3. Assists the president, secretary and Treasurer
4. One of the signatories of the bank account in the absence of the president

Responsibilities were adapted in accordance with the guidelines and daily routines

1. Opening and closing of Classrooms
2. Head of Safety Subcommittee
3. Facilities Lead
4. In charge of Safety at School premises
5. Ensure all amenities are kept tidy on the school premises.
6. In charge of Kalaivizha



4. Secretary

Responsibilities listed in the WTSC Constitution

1. Shall as soon as practicable after being appointed as secretary, lodge a notice with the Centre of his or her address.
2. Prepares the agenda for the meeting.
3. Takes accurate minutes of all meetings and of names of the members present at meetings.
4. Notices the Executive Committee meetings, A.G.M, general meetings and items of the agenda.
5. Collects mail, copies if necessary and distributes it appropriately.
6. Responsible for the school records, membership lists, (e)students lists, etc; and for a period of 2 years if the Centre ceased to exist.
7. Fills in forms and supplies information to government departments when required.
8. Correspondents with departments, other institutions, and individuals on school matters as decided by the executive committee.
9. Keep a record of all inward and outward letters and emails on paper or electronic.
10. One of the signatories to the bank account.
11. Responsible for the distribution and display of the minutes on Saturday school notice boards.
12. Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

Responsibilities were adapted in accordance with the guidelines and daily routines.

1. Opening and closing of Classrooms
2. Manage all the Training and Awards through a Co Ordinator
3. Manage all the Venue bookings.
4. Manage and assist with daily operations of WTSC.
5. Manage monthly executive meetings and minute taking
6. Manage and respond to all email correspondences to info@wtsc.org.au
7. Manage the student details on Axcelerate (Student Management System - SMS)
8. Ensure the online application and enrollments run smoothly.
9. Ensure all mandatory Students' details are collected during the enrollment process.
10. Manage the principal awards process.
11. Dispute Management

5. Assistant Secretary X2 (Two Positions)

Responsibilities listed in the WTSC Constitution

- (a) Assists the secretary in all his duties.
- (b) Represents the secretary in his absence.

Responsibilities were adapted in accordance with the guidelines and daily routines.

1. Opening and closing of Classrooms
2. Manage all the secretary related SMS and IT Tasks
3. Manage Principal Awards
4. Manage Administration office in campuses.
5. Support Secretary's tasks
6. Acting Secretary whilst Secretary's absent
7. Good team member and able to follow Wentworthville Tamil Study Centre protocols and values.
8. Capable of working together as a team despite the differences
9. Miscellaneous Record Keeping
10. Any administrative support /inquiry handling
11. Able to take Responsibility and accountability for the tasks you do.



6. Treasurer

Responsibilities listed in the WTSC Constitution

- (a) heads the financial sub-committee.
- (b) Responsible for major purchase of school items as decided by the Executive Committee.
- (c) authorised expenditure as stated In clause 19.113)1b).
- (d) keeps the school account in order .and up to date and deposits all money -as soon as practicable to the credit of the Centres bank account.
- (e) Issues receipts for donations paid as soon as practicable.
- (f) submits a financial statement al each executive meetings which shows monthly income and expenditure.
- (g) submission of audited annual accounts at the A.G.M.s.
- (h) one of the signatories of the bank account.

Responsibilities were adapted in accordance with the guidelines and daily routines.

1. Opening and closing of Classrooms
2. Manage the Finance team to deliver all the finance requirements of WTSC.
3. Chair of the Finance Subcommittee and run SC meetings (at least one per term)
4. Prepare annual financial statements and reports for AGM.
5. Prepare the annual budget for the calendar year / academic year of WTSC.
6. Prepare monthly Budget V Forecast V Actual Report for Executive committee meetings.
7. Manage Commbiz (banking) transactions.
8. Manage and respond to all email correspondences to accounts@wtsc.org.au
9. Manage General Ledger and General Ledger codes.
10. Manage all the payable invoices and enter them in MYOB or ZERO
11. Authorise Expense claims and Bank Transactions as the signatory of WTSC.
12. Manage Monthly Teacher Travel Reimbursement records with the Principal's Team. Prepare and pay the quarterly Travel expense claim reimbursements.
13. Liaise with External Auditor
14. Willing to learn and adopt new systems and process changes.
15. Desirable System and SW application knowledge: MYOB, ZERO, MS Office, Google Office Suite, SMS (School Management System)
16. Manage Community Languages Schools Students' Grant application (per Capita Grant) and other Grants along with the Grants Coordinator



7. Assistant Treasurer #1 (Accounts Receivable)

Responsibilities listed in the WTSC Constitution

- (a) Assists the treasurer in all his duties.
- (b) Represents the treasurer in his absence

Responsibilities were adapted in accordance with the guidelines and daily routines.

1. Opening and closing of Classrooms
2. Assist the Finance Team in all duties whenever it's required.
3. Manage all the Accounts receivable activities of WTSC Finance
4. Responsible for the Finance Desk operations during school hours and collect and process the student fees and issue receipts.
5. Responsible for the Cash counter operations during special events (e.g Kalaivizha) Willing to learn and adopt new systems and process changes.
6. Desirable System and SW application knowledge: MYOB, ZERO, MS Office, Google Office Suite, UeducateUs.

8. Assistant Treasurer #2 (Accounts Payable & Asset Management)

Responsibilities listed in the WTSC Constitution

- (a) Assists the treasurer in all his duties.
- (b) Represents the treasurer in his absence

Responsibilities were adapted in accordance with the guidelines and daily routines.

1. Opening and closing of Classrooms
2. Assist Finance Team in all duties whenever it's required.
3. Manage all expense claims and assist Treasurer in entering them in MYOB.
4. Operating as an Asset manager of WTSC. Maintain all the Asset records.
5. Willing to learn and adopt new systems and process changes.
6. Desirable System and SW application knowledge: MYOB, ZERO, MS Office, Google Office Suite

9. Executive Committee Member X6 (Six positions)

Responsibilities were adapted in accordance with the guidelines and daily routines.

1. Opening and Closing of Classrooms: Responsible for managing the opening and closing of classrooms.
2. Approachability: Should be easily approachable by anyone.
3. Students' Safety and Well-being: Prioritise the safety and well-being of students.
4. Versatility: Capable of performing various assigned tasks, such as refreshments, safety measures, and library management. Proficiency in Microsoft applications is a minimum requirement.
5. Attitude: Maintain a positive attitude, be proactive, and exhibit the ability to work autonomously when required.
6. Resilience: Able to work under pressure, handle criticism constructively, and remain composed.
7. Teamwork: Be a valuable team member by following Wentworthville Tamil Study Centre protocols and values. Work effectively as part of a team, embracing diversity.
8. Goal Achievement: Work towards accomplishing objectives and practice effective time management.
9. Responsibility and Accountability: Take responsibility and be accountable for assigned tasks.
10. Regular Attendance: Demonstrate commitment to volunteering by maintaining regular attendance.
11. This revision aims to make the list more structured and concise while maintaining clarity and consistency in the descriptions of expectations and qualities.