



Role Description - Council Member

This role description applies to all Council members, including office bearers.

Introduction

The Association of Graduates in Early Childhood Studies (AGECS) has long and proud history of providing support to Early Childhood and Care (ECEC) graduates. Through its programs, AGECS has supported educators for over a hundred years.

AGECS has evolved over time and is currently delivering unique opportunities within the sector, by providing free professional learning opportunities and resources, and grant opportunities to members for a low, once off, lifetime membership fee. Much of what AGECS provides is available to non-members too, making us unique in the ECEC learning sector.

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 facing adversity.

Role Title

Council Member.

Purpose

The Association of Graduates in Early Childhood Studies is a company limited by guarantee and registered charity, and acts in accordance with its constitution and Australian legislation. Elected Council Members volunteer their time to achieve the charitable status and purposes of the Association.

Accountable to

- AGECS Council.
- Bound by the AGECS Constitution, AGECS policies and procedures, including the Code of Conduct, and ACNC Governance Standards.

Responsible for

- The AGECS Council sets, leads, and reviews AGECS's Vision, Themes and Values, Strategic and Annual plans, policies, budgets and financial strategies.
- Council members support Council to meet its regulatory and compliance obligations as an Australian public company which is registered as a charity with the Australian Charities and Not-for-profits Commission (ACNC).

Requirements

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

The average time required is six to eight hours per month. This includes Committee responsibilities, and attending online meetings.

The obligations of the AGECS Council include

- Complying with the Corporations Act 2001 (Cth) and ACNC regulations.
- Maintaining charitable status by remaining not-for-profit and working towards the charity's charitable purposes.
- Submitting an Annual Information Statement to the ACNC
- Complying with the ACNC Governance Standards: <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/governance-standards>
- Complying with ACNC External Conduct Standards: <https://www.acnc.gov.au/for-charities/manage-your-charity/governance-hub/acnc-external-conduct-standards>
- Notifying the ACNC of changes to
 - the charity's company name (including removing 'Limited' from the name)
 - the charity's address for service
 - the charity's Responsible People (its directors) or
 - the charity's Governing Document (its constitution).
- Ensuring proper record-keeping and reporting.
- Ensuring AGECS holds an AGM within five months of the financial year's end.
- Presenting financial statements at the AGM.
- Ensuring AGECS keeps minutes of meetings and accurate financial records.
- Appointing a new company secretary within 14 days if the position becomes vacant.
- Conducting an annual audit.
- Providing financial statements ACNC.

The responsibilities of Council members include

- a) 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.
- b) Working with other Council members to design, implement, review and evolve the structure, governance processes and programs of AGECS to ensure Council meets AGECS's charitable purpose with alignment with budget approval and assessment of financial performance conditions.
- c) Keeping up to date with developments in ECEC governance and issues management.
- d) Council members have a significant role in supporting each other, remembering always that all members including themselves are contributing time and expertise voluntarily and the aim is to promote calm and enjoyable relations as we pursue the

purposes of AGECS. All Council members actively support the building and maintaining of good relationships with each other incorporating integrity, transparency, inclusivity, professionalism and respectful communication.

The tasks of Council members include

- a) Attending Council Meetings: Council meets at least five times per year including the AGM. Most meetings are held online with possibly one in person meeting at the Melbourne Graduate School of Education (MGSE) in Carlton.
- b) Ensuring Council meetings achieve a quorum by the majority (more than half) being present.
- c) 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.
- d) Participating in discussion, debate and shared responsibility for decision-making including ensuring the finances and organisation structure of AGECS adequately supports current and future strategic and charitable needs.
- e) Facilitating a "Reflective Practice Conversation" at a Council meeting.
- f) Serving on at least one, preferably two, Council Committee. Each committee has approximately one to four online meetings per year including: First Nations Partnership Committee, Fellowship Advisory Committee, Forest Hill Advisory Committee, Warrawong Advisory Committee, Membership, and other temporary committees or working groups. *Executive members (Office Bearers) are exempt from the requirement to be on Council committees due to their additional responsibilities.*
- g) Representing AGECS at external events such as Academic Award ceremonies.
- h) Attending at least 50% of AGECS online professional learning events.
- i) Participating in any directed Council member training.
- j) Being able to articulate AGECS vision, themes and values, strategic direction and achievement, and publicly supporting these.
- k) Being aware of and disclosing any conflict of interest.
- l) Working towards building a council that is representative of minority groups and the skills required in achieving the mission and purposes of AGECS.
- m) Actively representing AGECS's commitment to Aboriginal and Torres Strait Islander self-determination by respecting, listening deeply and being reflective of our role as learners in how best to support Aboriginal projects and programs guided by the Aboriginal leaders and representatives recommended to AGECS by Aboriginal early childhood communities.

Personal specification

- A demonstrable commitment to AGECS.
- Able and willing to devote the necessary time and energy required.
- To be well connected and regarded in the early childhood education profession.
- A track-record of developing strategy and thinking creatively.
- Fair, independent judgment and a willingness to both listen and to speak their mind.
- An ability to work collaboratively and collectively, accepting consensus.

USEFUL LINKS

<https://www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc/maintaining-your-charitys-entitlement-registration>

<https://www.acnc.gov.au/for-charities/manage-your-charity/other-regulators/companies-limited-guarantee>

<https://www.communitydirectors.com.au/help-sheets/financial-obligations-for-not-for-profit-organisations-across-australia>

<https://www.asic.gov.au/for-business-and-companies/nfps-and-charities/registered-charities-obligations-to-the-acnc-and-asic/>

<https://www.legislation.gov.au/C2004A00818/2019-07-01/text>

[Charities Act 2013 – Federal Register of Legislation](#)

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

Acknowledgement of Country

“The Association of Graduates in Early Childhood Studies would like to acknowledge both the Bunurong/Boon Wurrung, and Wurundjeri people as the Traditional Custodians of the Lands on which we are located in Melbourne. We pay our respects to their Elders past, present and emerging. We also acknowledge the Aboriginal language groups across all of Victoria, whose lands we provide funding for specific projects around Early Childhood Education. We acknowledge their history, their people, and their stories. As an Association we will work together for reconciliation, a process that starts with the acknowledgement of true Aboriginal and Torres Strait Islander histories and cultures of Australia, and will always value the contribution to our community and culture, the experiences of Aboriginal and Torres Strait Islander peoples, their families, communities and their stories.”