

FORM 2 – Position Description – ACA Victoria Executive Member

About the Australian Childcare Alliance Victoria

The Australian Childcare Alliance Victoria (ACA Victoria) is a not for profit, membership based, peak body organisation that advocates and provides services to owners of Early Learning Services.

Our **mission** is to help our members to deliver high quality, affordable, accessible and sustainable early childhood education and care by

- Providing advocacy and representation
- Fostering sector partnerships for positive outcomes in the sector
- Facilitating information exchange, collaboration and networking
- Enhancing skills and capability through professional development opportunities

Our **vision** is a future where all members derive value from the association, enabling them to deliver families and children access to high quality, affordable and sustainable early childhood education and care.

Our **values** are to:

- Provide **leadership** in Early Childhood Education and Care.
- Enable members to provide the highest **quality** of care to their families.
- Act with **integrity**, be honest, develop trust and do what we say we will do.
- **Respect** our members and the parents and children in their care.
- **Collaborate** with stakeholders in the interests of our members and the sector more broadly.

Purpose of the Executive

To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of ACA Victoria to support the organisation's constitution, mission, vision, values and needs.

Key Responsibilities and Duties

**Executive members share these responsibilities while acting in the interest of the Australian Childcare Alliance Victoria*

- Organisational leadership and advisement
- Organisation of the Executive, position holders and committees
- Formulation and oversight of policies and procedures
- Financial management, including adoption and oversight of the annual budget
- Oversight of strategy, business and program planning and evaluation
- Organisational performance evaluation
- Review of organisational and programmatic reports
- Promotion of the organisation, including lobbying at all levels of Government
- Fundraising and outreach.

Length of Term

One year, with options to renominate as per requirements of the ACA Victoria constitution.

Meetings and Time Commitment

In performing this function, members of the Executive are required to attend:

- 10 face to face Executive meetings a year between February and November. Meetings are 2-3 hours in duration and held in Melbourne.
- 4-6 Members' meetings & events per year, including the Annual General Meeting each year
- The annual conference each August
- Occasional sector stakeholder meetings to represent the interests of ACA Victoria, its members and the Private Long Day Care sector more generally
- Occasional teleconferences to discuss and resolve key strategic issues at both an ACA Victoria and sector level

And to participate in standing and ad-hoc committees of the Executive (typically meet no more than four times a year).

Expectations of Executive Members

- Attend and participate in meetings on a regular basis, and special events
 - Participate in a standing committee of the Executive and serve on ad-hoc committees as necessary
 - Be alert to early childhood education and care sector and community concerns that can be addressed by the ACA Victoria constitution, mission, vision, values objectives and programs
 - Help communicate and promote the ACA Victoria mission, vision, values objectives and programs to the community
 - Become familiar with ACA Victoria's finances, budget, and financial/resource needs
 - Understand the policies and procedures of ACA Victoria
 - Financially support ACA Victoria in a manner commensurate with one's ability
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Experience and Skills

- Experience in the operation of a registered early education and care service for children
 - Knowledge of the National Quality Framework and other relevant policy and regulatory requirements
 - Excellent communication skills, including lobbying and negotiation
 - Fundraising, outreach and marketing experience
 - Stakeholder relationship and negotiation skills
 - Strategy and problem-solving skills
 - Financial acumen
 - Team player.
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Other requirements

Executive members are required to:

- own and be actively engaged in the operation of a registered early education and care service for children, or be a designated representative of a Full member
- be 18 years or over; and
- be a full ACA Victoria member; or a designated representative of a Full ACA Victoria member, and
- uphold ACA Victoria's constitution, mission, vision, values objectives and programs.