



## **REAIE Committee**

The REAIE Committee is an entirely voluntary group that serves the membership through Project Groups and collective decision making. The Committee currently has members from Victoria, Tasmania, South Australia and New South Wales. The Committee meets monthly in Melbourne, with members from locations beyond Melbourne joining online via Zoom. Members of the Committee who are not from Victoria are able to attend up to two meetings a year in person and make a claim to cover the costs of travel. The REAIE Committee comes together biannually for a Strategic Planning Day on a mutually agreeable date.

As per the REAIE Constitution, four members of the Committee serve as the Executive, comprising of Chairperson, Vice-Chairperson, Secretary and Treasurer. The Secretary is also the Public Officer. The remaining members serve as general Committee Members.

Project Groups are comprised of Committee Members and can include co-opted members as needed. Project Groups meet regularly and are responsible for implementing and monitoring the service delivery plan of that group. The plan will have clear timeframes, actions and review periods identified within it and will also have an identified budget.

Each month the Committee meets to manage the business and affairs of the organisation. Each Committee member sits on one or two project groups.

Committee Members are elected for a two-year term. Committee Members are required to sign their agreement with the REAIE Code of Expectation each year.

Committee Members are expected to abide by all current policies and guidelines as determined by the REAIE Committee.

## **Roles and Responsibilities of Executive and Project Groups**

### **Executive**

#### Chairperson

The role of the Chairperson is to:

- (a) chair Committee and general meetings;
- (b) act as official spokesperson for the Association;
- (c) oversee the co-ordination of Committee activities;
- (d) ensure that Committee members fulfil their roles;
- (e) ensure that there is effective communication between Committee members, members of the Association and staff; and
- (f) any other task deemed by the Committee.

#### Vice-Chairperson

The role of the Vice-Chairperson is to:

- (a) chair Committee and general meetings in the absence of the Chairperson;
- (b) act as official spokesperson for the Association;
- (c) any other task deemed by the Executive Committee.



---

### Secretary

The Secretary shall ensure that:

- (a) minutes of the resolutions and proceedings of each general meeting and each committee meeting are kept in books provided for that purpose;
- (b) the names of persons present at Committee meetings are recorded;
- (c) motions are dealt with as directed;
- (d) members are notified of meetings; and
- (a) correspondence in and out is recorded

### Treasurer

The Treasurer of the Association shall be responsible for ensuring:

- (a) the collection and receipt of all monies due to the Association and the issue of official receipts;
- (b) the deposit, within 7 working days, of all monies collected and received, to the credit of the Association in a financial institution determined from time to time by the Committee;
- (c) the payment of all accounts which have been authorised for payment by the Committee;
- (d) a proper record of all receipts and payments; and
- (e) the submission of a financial report to each monthly Committee meeting in liaison with the finance Officer and Business Manager.

The Treasurer shall ensure that correct accounts and books showing the financial affairs of the Association, with full details of all receipts and expenditure connected with the activities of the Association are maintained. The accounts and books referred to in rule Rule **24.2** shall be available for inspection by members in the form of an annual report and in further detail upon further request.

An audit is required once per calendar year and must audit from the last period of audit.

### **Business Focus Areas**

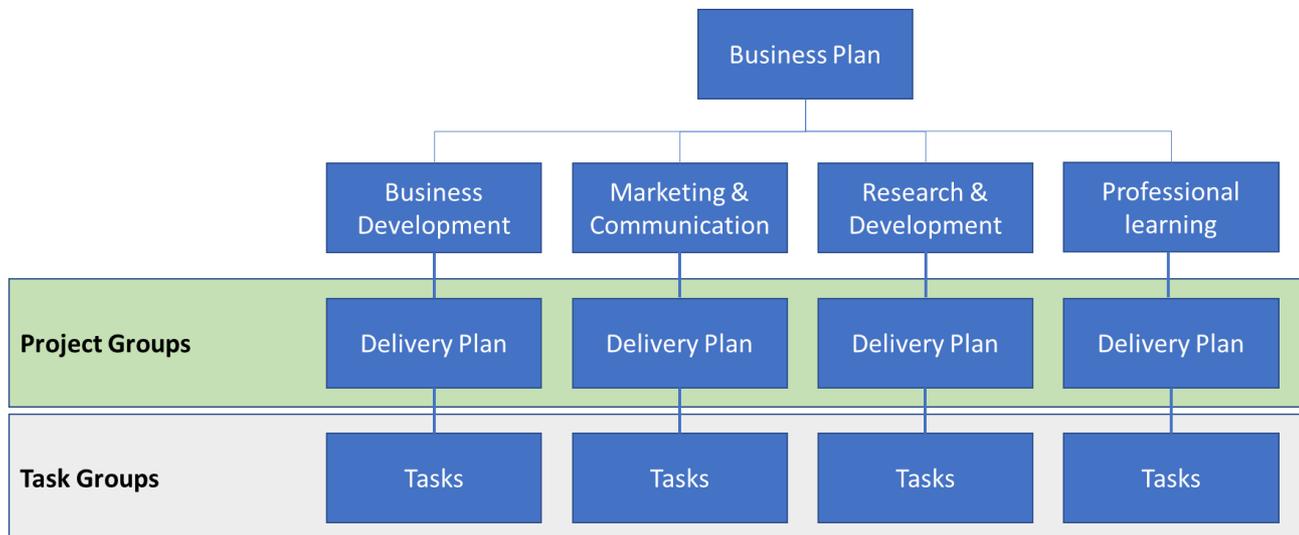
By working together the Committee and staff have been able to identify four key objectives for the business to focus upon:

- To develop a sustainable business where income generation exceeds expenditure by 5%.
- To improve marketing and communications and increase membership by 10% per year.
- To facilitate research and development and publish 2 projects per year.
- To develop and implement a Professional Learning Strategy that generates 100% profit and contributes to the sustainability and growth of the organisation

Each BFA is delivered via a Delivery Plan that is monitored and reviewed by Project Groups. The work of Project Groups is supported by Task Groups. The lifecycle of Task Groups is determined by work being undertaken. For some Task Groups the work will be completed in a relatively short period of time and for others the Task Group may last months. The time frame that a Task Group operates for will be dependent upon the complexity of the work involved.



Figure 1.0 describes the BFA for the organisation and how the Project and Task Groups relate to each other. It also explains how the Delivery Plan is managed by the Project Group to help the relevant BFA achieve its aims and objectives



Business Focus Areas (BFAs) will help drive forward the work of the organisation and are described as follows:

- Business Development –To develop a sustainable business.
- Marketing and Communications - To improve marketing and communications for REAIE.
- Research and Development – To bring the REAIE vision, mission and values to fruition.
- Professional Learning - To develop and implement a Professional Learning Strategy.

Progress will be monitored through Project Groups which will report back to the Committee on a quarterly basis

Each Project Group will implement tasks identified in Delivery Plans. Notes of Project Group meetings will continue to be taken as a record of actions and discussions, any proposals from the Project Groups will continue to be submitted to the Committee on a monthly basis for discussion and approval. Project Groups will have budgets assigned to them to support the work of the relevant designated BFA.

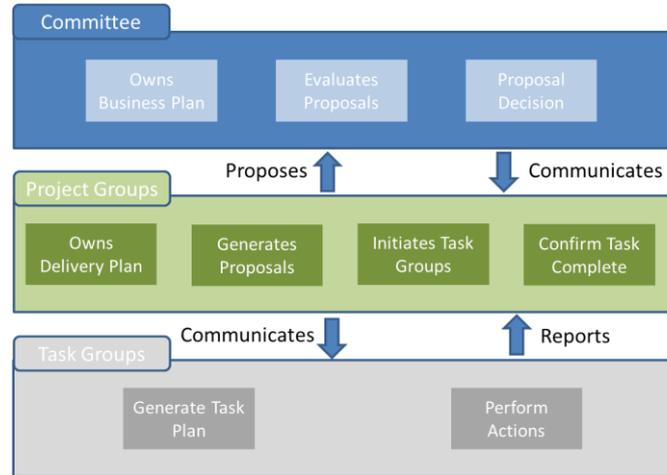
Each Project Group will implement tasks identified in Delivery Plans. Notes of Project Group meetings will continue to be taken as a record of actions and discussions, any proposals from the Project Groups will continue to be submitted to the Committee on a monthly basis for discussion and approval. Project Groups will have budgets assigned to them to support the work of the relevant designated BFA.

Figure 2.0 demonstrates the Committee ownership of the Strategic Business Plan. The Project Groups own the Delivery Plans and they initiate Task Groups to drive forward key pieces of work. Task Groups report back progress and any actions or recommendations to the Project Groups. The Project Groups generate proposals to the Committee and they also report completion of key tasks. The Committee evaluates any proposals and confirms the outcome of the decision making to the project Groups.

This collaborative arrangement assists with the ongoing monitoring and achievement of key BFAs and continues to support transparency of decision making across the organisation.



Figure 2.0 – Proposal Communication Process



## INTERNATIONAL NETWORK LIASON

**This position is responsible for** providing effective ongoing liaison between Reggio Children, the International Network and REAIE.

### Key responsibilities include:

- Being the conduit for effective communication between Reggio Children, the International Network and REAIE.
- Communicating effectively between the International Networks and REAIE
- Being familiar with the contract between Reggio Children and REAIE
- Being aware that as a member of the International Network it is essential to support and help sustain the work of Reggio Children in Reggio Emilia, internationally and across Australia.
- Disseminating information in a timely manner.
- Providing written reports to committee on key information and activities.
- Attending International Network meetings annually.

There is an additional International Liaison Support position that is responsible for supporting the International Network Liaison to achieve the identified points above.