



Playgroup
Tasmania

Playgroup Tasmania Board Information Pack

2022



A photograph of two young children playing outdoors with cardboard boxes and large black and blue plastic pipes. One child, wearing a striped shirt, is crouched and looking into a pipe. Another child, wearing a green hat and blue shorts, stands nearby. An adult's legs are visible in the background. The scene is set on a mulched ground with a fence and parked cars in the distance.

Playgroup Tasmania Inc

35 Holbrook St, Invermay, 7248

Ph: 03 6331 6599

Freecall: 1800 171 882

Jacinda Armstrong

Chief Executive Officer

Jacinda.armstrong@playgrouptas.org.au

0432852055

Sue Conway

Chairperson

board@playgrouptas.org.au

0448 342 027

Find us on Facebook: [/playgrouptasmania](https://www.facebook.com/playgrouptasmania)

A brief overview

Playgroup Tasmania is the peak body representing volunteer-led and organisational playgroups across Tasmania. For nearly 50 years, playgroups have provided children and their families with connection, support and play experiences. Playgroups contribute to a community's resilience by empowering families, leveraging the existing strengths within communities, and building social capital through volunteer engagement and capacity building.

We are a peak body representing over 35 volunteer-led community playgroups and 25 organisational playgroups, including child and family centres and neighbourhood and community houses. Each year more than 500 families engage with Playgroup Tasmania as members with even more attending playgroups each week.

Playgroup Tasmania is best known for delivering high impact Community Playgroup Support. In addition, we also administer the cost-effective Supported Playgroup Program – PlayConnect. This program of facilitated, supported playgroups offer a 'soft entry' for families with a child with Autism Spectrum Disorder-like symptoms to be connected with wider support and relevant information. PlayConnect is currently funded by the Australian Government's Department of Social Services (DSS).



Strategic Plan 2022-2025

Our vision

Families with young children and babies are supported to flourish physically, emotionally and socially through their connections to Tasmania's playgroup community.

Our values

INCLUSIVE:

We are respectful, welcoming and embrace diversity.

INTEGRITY:

We speak with honesty, follow through on our commitments and are accountable for our actions.

CREATIVE:

We are playful, optimistic, curious and open to new ways of doing things.

CONNECTED:

We work collaboratively to create a sense of belonging and recognise that better outcomes are achieved by working together.

Our purpose

We recognise parents and caregivers as their children's first teachers, and emphasise the importance of play and attachment in early childhood development

We work collaboratively with organisations, volunteers and families to build resilient, inclusive and supportive playgroup communities that connect families and young children.

Our priorities

1. Strengthening playgroup quality

Our playgroups and other services are respected for their quality, and are valued and beneficial environments for children and families.

2. Delivering responsive programs for families with young children

Our focus on children and families - especially in the first 1000 days - includes early intervention and prevention programs to meet the diverse and changing needs of the community.

3. Amplifying children's voices

We champion the voice of children and are recognised as a leader in promoting the wellbeing and safety of children.

4. Sharing trusted information for families

We develop, collect and share information in accessible ways for families, young children and those who support them.

5. Promoting the needs of families

We are a strong voice to government and the community about issues that matter to families and young children.

6. A contemporary organisation

Our staff, volunteers and board members contribute to a thriving culture that embraces learning, collaboration and quality governance.



PREGNANCY AND BIRTH

Promotion through:

- Antenatal visits
- Antenatal classes
- Child Health and Parenting Service
- Other programs for expecting parents

Parents bond with child and grow secure attachment

Parents connect with Playgroups and new parent groups



Supporting families in the first 1000 days and beyond



FIRST 1,000 DAYS

Supported Playgroups

- Facilitated groups for vulnerable children & families
- Supported groups for mental health, disability and cultural groups

Join a Playgroup that is right for you and your family

Families and children can transition in and out dependent on need

Community Playgroups

- Parent-led
- Membership and local attendance fees (family contribution)

Be supported to create a rich home learning environment



PRE-SCHOOL YEARS

Engage with Early Learning Programs - Playgroups, Play Gyms, Rock and Rhyme, Launch into Learning, early childhood education and care services.

Grow friendships, skills and knowledge to support your parenting. Children have fun and make friends.

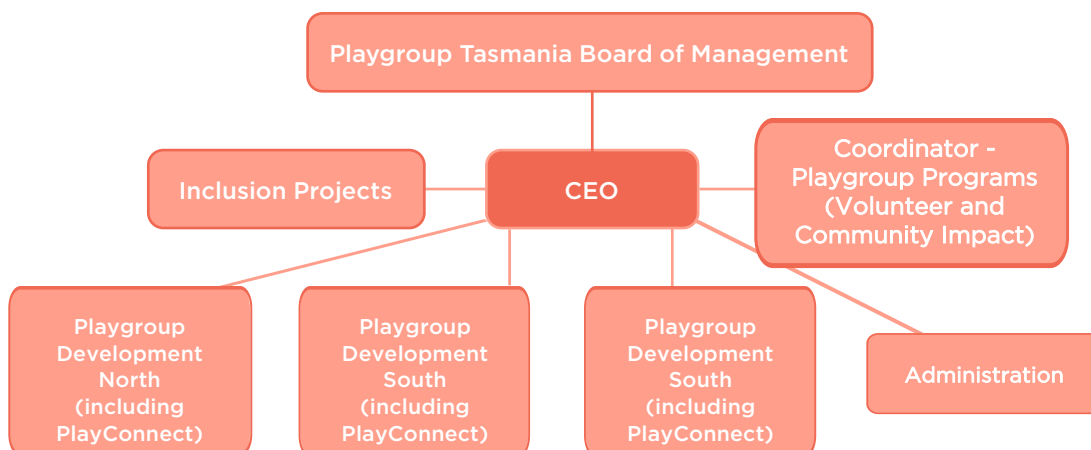
Understand how to support your child to learn about their world and their place in it.

Work in partnership with education providers to lead your child's transition to school



SCHOOL YEARS (5 YEARS+)

Playgroup Tasmania Organisation Chart



Management & Governance of the Association

The Constitution

The Playgroup Association of Tasmania was established as an Incorporated Association in July 1991 under the *Association Incorporation Act 1964*.

The Constitution outlines the functions and powers of the Association, and establishes a framework for the good governance and management of its activities.

The Board

The Association's principal governing body is the Board. The powers of the Board are assigned in Part 7 of the Constitution & include:

- » to control and manage the business and affairs of the Association; and
- » may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; and
- » has power to do anything that appears to the Board to be essential for the proper management of the business and affairs of the Association.

The Board operates as a Board of Management. The Board operates at a strategic level, with operational management being the responsibility of the CEO.

Election of Board Members

The normal term of membership of the Board will be two years from Board member's election at the Annual General Meeting. Board members are limited to not more than five consecutive terms, including not more than two terms as Chairperson and not more than two terms as Vice Chairperson.

Voting at General Meetings is to be by eligible members present at the meeting.

The Chairperson

The Constitution stipulates that the Association will have a Chairperson and eight elected members. The Chairperson is to be elected at the Annual General Meeting. From the eight elected members, the Board will appoint a Vice-Chairperson, a Secretary and a Treasurer.

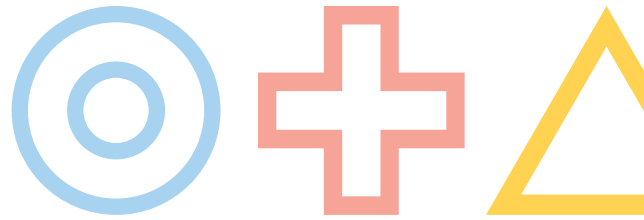
Sub-Committees of the Board

The Board may appoint subcommittees and prescribe the powers and function of any subcommittee. Depending on the interest and expertise, members of the Board may also be a part of a sub-committee with other skilled co-opted persons who are not members of the Association.

Meetings

The Board meets no less than six times annually.

Playgroup Tasmania Membership



Membership of Playgroup Tasmania is available in the following categories as described in the Constitution

Full Membership –

being a person (or persons) who is interested in promoting and/or maintaining the aims and interests of the Association, and who may be interested individuals or parents or carers of children, and who have paid all due fees as fixed Association reviewed annually and determined by the Association Board members at each AGM. Full members are entitled to one vote per member.

Affiliated Playgroup –

being a playgroup which has completed a membership application, paid the due affiliation fee as reviewed and determined by the Association Board members at each AGM. Holders of an Affiliation membership do not have voting rights.

Associate Member –

being a group or organisation interested in promoting and/or maintaining the objectives and interests of the Association, and who have paid all subscriptions or fees reviewed and determined by the Association Board members at each AGM. Associate members are to be non-voting.

Honorary Life Member –

being such person who is elected as Honorary Life Member at an Annual General Meeting or Special General Meeting on the recommendation of the Board in accordance with criteria and benefits as established by the Board. Honorary Life Members shall entitled to one vote, as per full members.

Any other category which the Board determines.



Volunteer Board Position Description

Role title **Playgroup Tasmania – Board Member (Volunteer)**

Location Can be in the North, North West or South.

Playgroup Tasmania believes that all children have the right to live safely – emotionally, mentally and physically.

Playgroup Tasmania is committed to promoting and protecting the safety and wellbeing of all children at all times and in all circumstances in interactions with Playgroup Tasmania. Everyone has a role to play in keeping children safe from harm and creating child safe and child friendly environments.

Playgroup Tasmania endorses the United Nations Convention on the Rights of the Child and is committed to ensuring the wellbeing and safety of children across Tasmania.

Playgroup Tasmania Board Members work collaboratively to oversee the organisation's operations and to support the achievement of the vision and the strategic objectives of the organisation.

Powers of the Board are assigned in Part 7 to 8 of the Constitution and include:

- to control and manage the business and affairs of the Association;
- may exercise all the powers and perform all the functions of the Association, other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association;
- has power to do anything that appears to the Board to be essential for the proper management of the business and affairs of the Association;
- To be eligible to be a member of the Board, a candidate must be a financial member of the Association, having paid the special fee of \$2, or an amount to be resolved by the Board at each AGM; and
- The Board operates as a Board of Management, at a strategic level, with operational management being the responsibility of the CEO

Board members:

- strategically promote the role, programs and activities of Playgroup Tasmania; support the achievement of the Playgroup Tasmania vision and stated values; and
- comply with all relevant legislation, financial requirements, regulations, standards, codes and Playgroup Tasmania policies and procedures.

Position Description

A Board member:

- supports the activities of Playgroup Tasmania in accordance with the constitution, policies and procedures to achieve its stated objectives;
- liaises with the Executive and Board to ensure all business of Playgroup Tasmania is carried out in accordance with Playgroup Tasmania's Constitution, policies and procedures, strategic plan, annual plan, Playgroup Australia Service Agreement and all other grant deeds;
- develops an effective working relationship with all board members and the CEO;
- works with the board to conduct the Performance appraisal for the CEO;
- works with the Board in the development of the strategic plan for Playgroup Tasmania;
- works with the Board in the approval of budgets and business plans for good governance;
- works with the Board in the creation, renewal and approval of the constitution, new policies and procedures for good governance;
- uses annual policy review schedule to ensure Playgroup Tasmania policies, procedures and plans are upheld and updated accordingly;
- works with the Board in the creation, review and approval of position descriptions for the board and CEO;
- works with the Board to ensure planning and budgeting for the future is carried out in a financially responsible manner and in accordance with the wishes of the members;
- can be an official delegate at conferences, seminars, events and reports to the Board and Playgroup Tasmania members any matters of interest;
- can represent Playgroup Tasmania as part of collaborative work undertaken with members of Playgroup Federation and Playgroup Australia; and
- supports the promotion of Playgroup Tasmania across the state.

Volunteer responsibilities and expectations

The Board represents Playgroup Tasmania to Government, community organisations, the corporate sector, Playgroup Tasmania volunteers, members, expectant and new parents.

A Board member's conduct whilst performing this role will reflect upon the reputation of Playgroup Tasmania.

Board positions are for terms of 2 years.

Use of own car, computer, phone, including internet, is required. (Reimbursed in accordance with Playgroup Tasmania policy)

Meetings are usually held via video conferencing with up to 2 face to face meetings per year.

Qualifications

Experience/skills in the following is an advantage:

- Business strategy/development
- Legal
- Marketing
- IT
- Finance
- Change management
- Volunteer management
- HR

Selection Criteria

- Commitment to enhancing the lives of Tasmanian children and families.
- Self-motivated, positive, enthusiastic and highly organised.
- Awareness of environment in which the Playgroup Tasmania operates and ability to respond appropriately to the changing needs of a community- based organisation
- Demonstrated experience working as part of a leadership team, responsible for making decisions on behalf of others.
- Capacity to think and make decisions at a strategic level
- Ability to identify, assess, track and respond to risk at a Board level.
- Possess well-developed written, oral and inter-personal skills with the ability to communicate effectively with a wide range of people.
- Knowledge of the principles and practices of not-for-profit governance and awareness of legal responsibilities of Board Members.
- Comprehensive understanding of conflict of interest and recognition that a Board Member must act in the best interests of Playgroup Tasmania.
- Demonstrated track record that would enhance the reputation of Playgroup Tasmania.





Board Selection Process

There are nine positions on the Board.
The process in filling vacancies is as follows:

1. The nomination must be made in writing signed by two members of the Association and accompanied by the written consent of the nominee;
2. The nominee provides a resume detailing skills and interests that would benefit the objects of the Association;
3. The nominee provides two professional referees;
4. The nomination must be received by the Public Officer/CEO 14 days before the AGM;
5. The nominee is committed to the “objects” of the organisation;
6. The nominee has no conflict of interest, as deemed by the majority of the Board; and
7. The nominee is willing to complete and provide evidence of completed Working With Vulnerable People registration.

Nominations will close fourteen days prior to the Annual General Meeting. In the event that the number of nominations is less than the number of positions to be elected, the Public Officer is to declare elected those members who have nominated.

In the event that the number of nominations is greater than the number of vacancies on the board, a vote will be taken by eligible members present at the AGM.

2020/21

Our year at a glance

2400

Total Playgroup Sessions
(Community and Organisational)



Playgroup Sites
in Tasmania



60

Total Number
of Playgroups

38

Community
Playgroups

22

Organisational
Playgroups



626

Playgroup
Family Members

Social Media Following



7625



324



160

PlayConnect
Sessions



PlayConnect – Supported Playgroups

PlayConnect Playgroups are designed for families with children aged 0–6 years who have been diagnosed with Autism Spectrum Disorder or those who have developmental delays in communications, behaviour or social skills. Children do not require a formal diagnosis or referral to attend a PlayConnect Playgroup.

4

PlayConnect
Sites

43

PlayConnect
Families



1800 171 882

www.playgrouptas.org.au

Facebook: /playgrouptasmania

PO Box 799, Launceston 7250

Email: admin@playgrouptas.org.au

Playgroups support family connections, strengthen communities and fosters learning through play for all children.