Governance and Management of Ananda Marga
Sunrise Preschool and Long Day Care Centre

Policy

The management committee of Sunrise is made up of the executive director, who is also the chairperson of the committee, a vice chairperson, the treasurer and secretary, who is also the centre’s approved provider and two general members.

Definition:

Governance: The process by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, directions and control exercised in the organisations.

Background

The governance of Sunrise is concerned with:

- Deciding and guiding the strategic direction of the service
- Providing leadership and direction
- Monitoring financial performance
- Ensuring legal compliance
- Managing human resources

Ananda Marga Sunrise Preschool and Long Day Care Centre is a registered trading name of Ananda Marga Pracaraka Samgha Ltd (AMPS Ltd) (ACN 59003193897). The centre has been in operation since 1994. The key ingredient in Ananda Marga schools is Neo-Humanist Education.

The Management Committee

Arati Nayak, an executive director of AMPS Ltd, is the president of the committee. Arati has been a meditation and yoga teacher of Ananda Marga for 25 years. She obtained Certificate III and Diploma in Children’s Services in Australia and has worked in Neo-Humanist Education schools in Mumbai (India) and Finland before coming to Australia. Arati periodically works as a relief approved provider at Sunrise.

Didi Ananda Nirupama, the vice president, is currently studying Diploma in Children’s Education and Care. She also studied early childhood education while working at the Ananda Marga preschool in Guam, USA, in 2011.

As a meditation and yoga teacher of Ananda Marga for 30 years, she has gained valuable experience in early childhood education while working in Neo-Humanist Education preschools in the Davao city (Philippines), Den Bosch, (Netherlands), Reykjavik (Iceland), Suwalki (Poland), Madison (USA), Monterrey (Mexico) and Guam (USA).

Chetana Singh is an accounts manager in a medical Clinic. She has a masters degree in
Information Technology and has worked as a primary school teacher in India. Two of her children have attended Sunrise.

**Shamilla Ajodha**, the Neo-Humanist Education In-charge, has been a meditation and yoga teacher of Ananda Marga for 28 years. She obtained a BA and university diploma in education in South Africa more than three decades ago and has been involved in Neo-Humanist Education schools in South Africa, Central and North America and PNG.

**Ni Ketut A. Rai** is the treasurer and secretary of the management committee and approved provider of the centre. She has been the coordinator at Sunrise since 2009 and obtained her Advanced Diploma in Early Childhood.

**Role and responsibilities of the members of the management committee:**

**President**

- Chair meetings
- Provide leadership, strategic and forward planning and guidance to the service
- Provide authority, accountability, and control
- Provide oversight in the legal matters and responsibilities
- Develop the committee meeting agenda in consultation with the approved provider and other committee members
- Communicate regularly with other members of the committee and the approved provider.

**Vice-President**

Support the role of the president, and undertake the president’s role during any absence.

**Secretary**

- Keep a current list of members, including addresses and contact numbers
- Consult with the president on preparation of the agenda
- Keep records of meetings
- Keep the committee’s files in order and up-to-date.

**Treasurer**

- Prepare the annual budget
- Monitor income and expenditure (profit/loss) against the budget
- Keep accurate books and financial records, accurately representing the current financial situation of the service
- Ensure correct accounting procedures including associated documentation (invoices, receipts, bank statements, etc)
- Provide regular financial reports to the committee
- Prepare the financial records for annual audit.
General committee Members

The role of general committee members is to:
• Support executive committee members by participating actively and constructively in committee meetings
• Participate in discussions and decisions of the management committee
• Volunteer to support the centre’s activities as time allows
• Represent the centre at significant community events.

Responsibilities of the Approved Provider:

• Manage the day to day operations of the service including supervision of other staff
• Provide relevant and up-to-date information to the committee to assist with their decision-making which can include providing a written report to the committee
• Work in partnership with the committee to achieve the service’s mission and purpose
• Report to the committee on progress against the service’s strategic plan
• Develop and implement the curriculum for children
• Work to the standards set under the National Quality Framework and all applicable legislation as a minimum, and striving to continually improve the quality of the services delivered to the community.

Sources

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<tr>
<th>Organisation/Writer</th>
<th>Title</th>
<th>URL</th>
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<tbody>
<tr>
<td>Community Connections Australia</td>
<td>Management Committee Responsibilities</td>
<td><a href="http://www.cscentral.org.au">www.cscentral.org.au</a></td>
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<tr>
<td>One World Children's Centre</td>
<td>Governance and Management of the centre</td>
<td><a href="http://www.owfc.com.au">http://www.owfc.com.au</a></td>
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This policy was adopted by the Management Committee of Sunrise Preschool on 16th September 2014

**REVIEW DATE:** 16TH SEPTEMBER 2016