

## **Committee position descriptions**

### **President**

- Maintaining the established principles for:
  - Constitutional matters
  - Aims and ideas of the Centre
  - Discipline of the Centre
- Monitor the operation of the above principles and facilitating any changes in accordance with the Constitution.
- Represent the Centre where possible at:
  - Association State Conference
  - Regional meetings.
  - Centre Annual General Meeting
  - All Centre activities.
  - Meetings with other agencies as applicable
- Chairing and conducting Centre meetings. Liaise with the secretary to establish an agenda for the next meeting to be held.
- Observing the meaning of your Constitution.
- Ensure all members have a fair hearing.
- Bringing to the notice of the Committee any issue or matter which may effect the Centre.
- Understand Centre meeting procedure and encouraging all members to participate in an orderly manner.
- Ensure all Committee members carry out the tasks allocated to them.
- Prepare an annual report on all Centre activities, for presentation to the Centre Annual General Meeting.
- Arrange a planning session for the coming season.
- Ensure volunteer register is kept up to date.
- Liaising with parents, members and helpers to obtain what areas are requiring further improvement in running the Centre.

### **Tenure – 2 years (odd years)**

### **Vice President**

- Assisting the president with the execution of his duties
- In the event that the President is unable to fulfil his duties in any capacity the Vice President would be responsible for executing these duties.
- Maintaining the established principles for:
  - Constitutional matters
  - Aims and ideas of the Centre
  - Discipline of the Centre
- Monitor the operation of the above principles and facilitate any changes in accordance with the Constitution.
- Represent the Centre where possible at:
  - Association State Conference
  - Regional meetings.
  - Centre Annual General Meeting
  - All Centre activities.
  - Meetings with other agencies as applicable
  - And in all instances where the president is unable to attend
- Chairing and conducting Centre meetings. Liaise with the secretary to establish an agenda for the next meeting to be held in the event that the President is unavailable
- Observing the meaning of your Constitution.
- Ensure all members have a fair hearing.
- Bringing to the notice of the Committee any issue or matter which may effect the Centre.
- Understand Centre meeting procedure and encourage all members to participate in an orderly manner.
- Ensure all Committee members carry out the tasks allocated to them.

- Assist the president in the planning session for the coming season.
- Liaising with parents, members and helpers to obtain what areas are requiring further improvement in running the Centre.

**Tenure – 1 year.**

### **Secretary**

- Send completed affiliation form and any levy to LAVic.
- Notify LAVic and region of Centre's postal addresses.
- Obtain stationery and material from LAVic.
- Receive and record all correspondence on behalf of all the Committee and tabling all correspondence.
- Provide copies of correspondence relevant to the appropriate Committee members at the earliest possible time.
- Respond to all correspondence as necessary, retaining a copy and recording correspondence sent on behalf of the Committee.
- Assist the President in the organisation of the Committee and other meetings as necessary
- Ensuring that all Association dates/closing dates are met and reporting any accidents or injuries.
- Centres hosting Association events please contact the Association for appropriate signage for Association sponsorship.
- All Centre contact information is confidential within management Committee.
- Compile Centre administration planner for the coming season.
- Compile and send to LAVic and Gippsland Region the Centre Annual General Meeting and audit report.
- Represent the Centre at the State Conference.
- The assembly and publication, with President's assistance, of the regular fortnightly newsletter to all Centre members.
- File newsletters and other correspondence as required.
- Contact City of Casey, LAVic and Gippsland REgion with details of new Committee Lists
- Handle all inquiries from interested people regarding Little Athletics for the Centre
- Organise Police checks for all main Committee Members and send into VLAA

**Tenure – 2 years (even years)**

### **Minute Secretary**

- Faithful recording of the minutes of all Committee Meetings General meetings and the Annual General Meeting.
- Distribute minutes within one week following the meeting
- Distribution of the proposed agenda to all Committee members at least one week prior to the next Centre meeting.
- Assist the Secretary in the organisation of the Committee and other meetings as necessary
- Send monthly minutes through to Gippsland Region

**Tenure – 1 year**

### **Treasurer**

- Maintaining accounting journals to accurately record all Centre income and expenditure.
- Publishing on a monthly basis a summary of the accounting activity, including the bank balance.
- Liaising with financial institutions from time to time to place any surplus funds into an appropriate investment.
- With other members of the Centre Executive Committee conducting a current account with a suitable financial institution for the purpose of the payment of all of the authorised outgoings of the Centre.
- Assisting the Registrar with the receipt of all registration monies and remittance of all the fees due to the Association or other Centres or bodies.
- Prepare an annual budget.

- Keeping a true account of all assets and liabilities.
- In accordance with the VLAA constitution, forward audited financial statement to LAVic following the Centre Annual General Meeting.
- Paying all accounts, after a motion has been passed to authorise payment on each and every account.
- All monies to be paid by cheque, no cash payments.
- Arranges, in co-operation with the Centre, the insurance requirements for the Centre's property and equipment.
- Arrange payment to LAVic all affiliation fees for the coming season with appropriate forms
- Collect monies from canteen sales each week.

**Tenure – 2 years (odd years)**

### **Registrar**

- At the commencement and during the season, issue, processing and recording of the registration form for every new or returning child.
- Issue of a Centre athlete registration patch and handbook to each registered child.
- Acceptance of fees.
- Sending in registration forms and Association fees to the LAVic office on a fortnightly basis.
- Informing the LAVic of any changes that may occur during the year, e.g. transfers, changes of address, etc.
- Maintaining of a register of all current and prior seasons athletes – this register is to contain:
  - Names and addresses, age, parents and pertinent medical and other details that are deemed to be required by either committee or VLAA from time to time.
  - Number of years of continuous registration for each athlete.
  - Age group into which the athlete has been placed for the current season.
- Maintain names and addresses of all helpers in a registration book for insurance purposes.
- Registration Forms
- A registration form is to be completed for all athletes.
- Sending In the Registration and Payments
- Sheets and registration forms should be sent each fortnight for the first 3 months, then monthly - Cross-Country is done on a monthly basis – see the Registration Booklet.

**Tenure – 1 year**

### **Data Base Manager**

- The primary function of the data base manager is to co-ordinate the collection of all event recording sheets and processing of these sheets.
- Processing of the sheets involves that data to be entered into the Casey Little Athletics Centre (CLAC) computer system. CLAC has a Microsoft Access database specifically designed to accommodate this function.
- Other duties that are the responsibility of the recorder are outlined below.
  - Reports for each program
  - Standards & Records report for recorders folders
  - Enter new athletes registrations
  - Creating newspaper results
  - Creating & publishing Web site results
  - Maintain computer system and database
  - Ensure there are no major anomalies in the weekly results

**Tenure – 2 years (even years)**

### **Equipment Officer**

- Conduct a regular Stock take of all Centre equipment and account for any equipment on loan.
- Prepare the evaluation of equipment register for insurance purposes
- Maintain all the Centre equipment; this may entail organising a working bee from time to time.

- Advise the committee of the need for and cost of any repairs or replacements required from time to time.
- Purchase of any authorised equipment.
- Allow access to the equipment for any use by the coaches and record in a borrowers book.
- To prepare relevant equipment for set up crew on each competition day.
- Replenish supply of stock needed: eg starter pistol caps, result tickets
- At end of each competition day, check recorder folders for any days event results not handed in to recorder.
- Make sure recorder folders have sufficient result sheets before the start of each competition day.

**Tenure – 1 year**

### **Chief of Officials**

- Establishing the requirements for staffing the various track & field officials' positions necessary to safely conduct Centre competition days.
- Ensure that at the beginning of each season an updated list of Centre officials and grading is done.
- Recruiting or fostering of officials for each Centre meeting.
- Arrange to have a chief in charge of each event who knows the rules as well as a number of officials so events are run safely.
- Distribute "Instruction for Officials" sheets to the appropriate person at each event and ensure the person is familiar with the rules and conduct - the sheets are a guide only and should be used in conjunction with the rules of competition.
- Arrange adequate education of officials by way of an "Officials Course" conducted by the education portfolio of VLAA.
- Ensure an adequate number of Centre officials attend and officiate at Region and State championships.

**Tenure – 1 year**

### **Arena Manager**

- Compile a program of events, which the Centre will use during the season e.g. 4 programs with 5 events to rotate over a month - program should be printed in your handbook.
- In case of inclement weather or other conditions, the decision as to whether the Centre meet will be held, events cancelled or replaced or run in a different sequence.
- The co-ordination of all events at Centre meets.
- Ensure first aid is available to all athletes competing.
- Liaise with the Equipment Officer to ensure adequate equipment is available at the location for the events being held.
- Liaise with age group or venue officials as to any matter concerning the rules of competition or the conduct of the meet.
- Authority to remove athletes from the competition for "bad language/fighting and abusing officials" and report to the executive for a decision.
- Ensure proper footwear/clothing is worn for each event.
- **Tenure – 2 year (even years)**

### **Grounds Manager**

- Prepare all weekly arena line markings as required by program.
- Liaise with Arena Manager on requirements for program.
- Liaise with Equipment Manager on regular basis to ensure equipment requirements meet ground specifications.
- Maintain all ground surfaces of arena eg. Discus, Shot Put, Javelin, duties such as weed control, watering of grounds and general maintenance of running surface.
- Liaise with Casey committee of Management on ground requests and issues relating to maintenance.
- Weekly assistance provided for setup crew on competition days. **Tenure – 1 year**

### **Events Coordinator**

- To coordinate the administration and running of special events throughout the season. Such events may include pentathlon, Region and State Relay and Track and Field events and Centre Championships, State Multi's and other such event.
- To collect and enter competitors names and details for these events
- To be responsible for making results of these events available to athletes
- Note Region and State Best performances after each event and send to President, Secretary and Data Base Manager

**Tenure – 1 Year**

### **Publicity Officer**

- Prospecting for and acquisition of paid advertising for inclusion in any of the publications of the Centre.
- Promotional leaflets.
- The assembly and publication of an introductory program booklet (Centre Handbook), which is distributed to each registered athlete at the beginning of each season.
- The development and promotion of relationships with the local newspaper and any other suitable media, with the aim of obtaining editorial or special feature space to highlight the aims and activities of the Centre, its athletes and its members.
- Forward to the Association, publications and results from your local newspaper, particularly those with sponsors signage on the athletes uniform showing.
- Ensure the publication of sponsors for Association days e.g IGA are used in regional/State championships events/programs etc.
- Liaison with LAVic Development Officer to run "Little Athletics in Schools Program" to promote Little Athletics at your Centre
- Arrange for your Centre coaches to help conduct coaching clinics in schools.
- Have Centre assist in organising school athletics championships.

**Tenure – 1 year**

### **Coaching Co-ordinator**

- To establish and conduct regular coaching sessions for all athletes for all events.
- The provision of Association sponsored clinics to assist in the development of the skills of the coaches, group managers and members of the Centre.
- The provision of specialised coaching clinics to assist in the development of the skills of the athletes.
- Ensure representation by the Centre personnel at "Orientation to Coaching" or "Level 1 Courses" being conducted by VLAA or ATFCA.
- Encourage Centre coaches to attend coaching seminars.
- With assistance of the Chief of Officials, educate the parents with the rules of competition events

**Tenure – 1 year**

### **Canteen Manager**

- The provision and operation of the canteen on each competition day.
- Adequate staffing of the canteen.
- Accounting of all provisions purchased, sold and held in stock.
- Remittance to the Treasurer of all monies collected from the operation of the canteen and receipt issued.

**Tenure – 1 year**

### **Cross Country Co-Ordinator**

- Co-ordinate the organisation and running of the event

- Arrange timetable
- Organise time-keepers, recorders, canteen, track marshals, first aid, finish marshals, start marshal and parents to help set up the course etc.
- Chair cross country sub committee (2 minute weekly meetings)
- Ensure track safety & Indemnity for non registered participants
- Manage equipment
- Ensure facilities and equipment are maintained
- Ensure communication with VLAA and SMR
- Provide information on cross country
- Appoint team managers for region and state competition
- Organise championships and trophies

**Tenure – 1 year**

### **On Track Co-Ordinator**

- Plan On Track program sessions
- Set up designated area to run the sessions
- Conduct the sessions in conjunction with the On Track Parent Helpers
- Support parent helpers in explaining their roles (provide copies of the session plans)
- Monitoring the progress of the children (Observe, assess and reward athletes)
- Prepare On Track level certificates
- Ensure that the On Track equipment is adequate and purchase additional equipment if required.
- Liaise with the Arena Manager to ensure that On Track is timetabled into the centre program
- Have fun

**Tenure – 1 year**

### **Senior Athletes Co-Ordinator**

- Encourage athletes Under 15 to continue with Inter aths
- Arrange competition for Under 13 – 15 with other clubs
- Arrange for Under 13 – 15 to join a Senior Athletes Centre

**Tenure – 1 year**

### **General Committee – Website**

- Maintain Centre website and post information as required
- Ensure information is up to date

### **General Committee – Grants Officer**

- Inform committee of available grants
- Prepare submissions for grants approved by committee
- Complete any follow-up paperwork required if grants are received, and ensure compliance with any grant conditions

### **General Committee - Uniform Officer**

- Sell centre and regional uniforms
- Maintain a register of Region uniforms that have been hired out and ensure all uniforms are returned after competition
- Purchase Centre and Regional uniforms as required
- **Tenure – 1 year**

### **General Committee - Medals/Trophies/Ribbons Officer**

- Conduct audit of medals and ribbons
- Purchase medals and ribbons as required
- Source trophies and arrange engraving of trophies for presentation night
- Stars report and stars
- Pentathlon certificates and ribbons
- **Tenure – 1 year**

### **General Committee**

- Introduction to the Centre committee
- General duties as required during the season
- **Tenure – 1 year**