

## COMMITTEE ROLES

### 1. CENTRE MANAGER / PRESIDENT

- The Centre Manager is responsible for the overall operation of the centre.
- The Centre Manager chairs monthly committee meetings and is usually the centre representative at LAQ Meetings, seminars, carnivals etc.

### 2. SECRETARY

- The Secretary is responsible for recording all the minutes at Committee Meetings and the Annual General Meeting.
- He/she may be required to accompany the Centre Manager to any LAQ meetings etc.

### 3. TREASURER

- The Treasurer is responsible for all Centre finances being recorded and balanced.
- A report of all income and expenditure to be presented at committee meetings and the Annual General Meeting.
- Organises the auditing of books at the end of the season.

### 4. OFFICIALS OFFICER

- The Officials Officer is responsible for collating the weekly parent helper list for Parent Levy Reimbursement at the end of the season.
- He/she helps to ensure the key officials are in place for every competition day.
- He/she provides information to members about Officials/Coaching courses.

### 5. PROGRAMME OFFICER

- The Programme Officer is responsible for the preparation of a cyclic programme for normal centre competition days for the full season and any alterations.
- Ensure copies of the weekly program are placed in Age Group Folders and Event Folders.
- Provide a Seasonal Calendar to the committee.

### 6. RECORDS OFFICER

- The Records Officer is responsible for collecting track & field event sheets after competition and transferring the results into Results HQ Program.
- Ensuring the new recording sheets are ready for each competition day.
- Finalise end of season results for Presentation Day.

### 7. COACHING OFFICER

- The Coaching Officer must be fully accredited with Athletics Australia (minimum Level 1) and is responsible for organising a training schedule with other coaches.
- He/she will endeavour to provide an athletic program which encourages children to participate and learn new skills.

### 8. PUBLIC RELATIONS OFFICER

- The Public Relations Officer helps promote the centre and athletes to the community.
- Approach local businesses, government and council for financial support of the centre.

#### **9. TECHNICAL OFFICER**

- The Technical Officer helps and also coordinates Set up & Pack up of equipment for each centre competition.
- Responsible for the yearly stocktake of all equipment.
- Responsible for the maintenance of the oval including line marking and minimal mowing (only when needed on centre days).
- Liaise with Centre Manager about any equipment that needs repair/replacement.

#### **10. REGISTRAR**

- The Registrar is responsible for entering and maintaining athlete registrations in the Results HQ program.
- Provide reports when required to LAQ or centre committee.
- Responsible for receipting cash/EFTPOS.

#### **11. PUBLICATIONS OFFICER**

- The Publications Officer is responsible for keeping families updated with weekly emails, social media posts and updating the website News Board.
- If you love writing or social media, this role is perfect for you!

#### **12. CANTEEN CONVENOR**

- The Canteen Convenor is responsible for the running of the Canteen, handling cash/EFTPOS and ordering stock.

#### **13. NOMINATIONS OFFICER**

- The Nominations Officer is responsible for registering athletes for some LAQ carnivals during the season and organising payment to LAQ.
- Email members of upcoming competitions.
- Provide all relevant paperwork for the Team Manager for LAQ carnivals.

#### **14. UNIFORMS OFFICER**

- The Uniforms Officer is responsible for selling and ordering of stock.
- Conduct a stocktake when necessary or at least yearly.
- Responsible for receipting cash/EFTPOS.

#### **15. ACHIEVEMENTS OFFICER**

- The Achievements Officer is responsible for the collection of Blue/Pink Achievement Cards throughout the season (approx. 3 times) and place appropriate green, red or blue stickers on cards and distribute McDonalds Certificates.

N.B. Job descriptions may alter throughout a season based on changing circumstances.