

## **1 President**

Overall responsibility for the administration of the club's constitution and by-laws, The proper control, planning and implantation of the activities of the Centre in terms of the Constitution.

Preside at each meeting of The Executive and any other meetings organised by the Centre.

Ensure that all members of The Executive keep him / her informed of all Centre matters under their control.

Perform such duties as may be required from time to time by The Centre.

In the case of a tied decision, shall have a casting (additional) vote.

Represent the Centre at all functions, meetings and other occasions requiring the presence of a representative of The Centre either personally or by delegation to a member of The Executive or any other person deemed appropriate by the President.

Ensure the proper conduct of all Committee members of the Centre.

Submit a report to the Annual General Meeting of the Centre.

## **2 Secretary**

Ensure that sufficient and appropriate notification is given to members in respect of all meetings of the Centre.

Compile all agendas' for meetings with the assistance from The Executive.

Cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Committee meeting and General meeting to be recorded. These minutes are to be open for inspection at all reasonable times by any member who previously applies to the Secretary for that inspection.

Cause such minutes to be read or circulated to attendees of the following such meeting.

Carry out correspondence on behalf of the Centre as directed by the Management Committee.

Retain a record / copies of all correspondence received by and sent on behalf of the Centre by each member of The Executive.

Keep on file, all material that may assist the organisation of Little Athletics.

Keep minutes of all appointments of office-bearers and members of the committee.

### **3 Treasurer**

Keep a detailed ledger of all receipts and payments transacted for the Centre. Issue receipts for all monies received.

Present at each meeting of The Executive, a full summary of receipts and expenses, as well as the bank balance, for ratification by The Executive.

Present to each meeting of The Executive, accounts received by The Centre since the previous meeting to be passed for payment.

Pay on invoice only, all accounts passed by The Executive for payment.

Arrange for the President, Secretary and Treasurer (or other Committee members as agreed by the Centre Committee) to act as signatories, with any two to sign on all Centre cheques.

Collect all payments made to the Centre and arrange for banking within a reasonable period (say forty-eight (48) hours) of receipt.

Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by the Centre.

Present to the Annual General Meeting a detailed Financial Statement of Income expenditure, the assets and liabilities, all mortgages, charges and securities of any description affecting any of the property of the Centre for the twelve (12) months.

Investigate all insurance policies required for The Centre and equipment.

Keep record of all income and expenditure and assets and liabilities, mortgages, charges and securities of the Centre in a manner which is satisfactory to the Centre Management.

Establish an account or accounts with a suitable Bank or Financial Institution. At the completion of The Centre's financial year, arrange for an independent audit of accounts.

Submit a report to the Annual General Meeting of the Centre.

## **4 Vice President**

Act in all areas in the absence of the President.

## **5 Registrar**

Obtain and distribute to persons, registration forms for completion in accordance with the LAANSW rules.

Receive each correctly completed registration form, accompanied by the fee set down by The Executive and proof of age of all new members.

Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.

Forward all registrations, together with appropriate fees, to the LAA NSW, within the required time period.

Maintain a complete register of each junior and non-voting member, showing details required by the Centre of LAANSW.

## **6 Officer for Championships**

Direct, plan and organise all competition and championship events for The Centre.

Prepare competition programs and timetables.

Organise all aspects of Centre Championships and Special Events (eg Gala days).

Complete and submit any entry forms for athletes to participate in LAANSW or other Centres' events.

## **7 Officer for Age Managers**

Coordinate Team Managers.

Provide support, collate and disseminate information to, and help coordinate issues related to Team Managers.

Be the central contact point for Team Managers.

Supervise children on day of competition to ensure the program is followed.

## **8 Officer for Officials**

Recruit and organise officials for the safe and efficient conduct of Centre meetings.

Organise officials for participation in instruction, training and examinations.

Monitor the performance of officials to optimise smooth running.

Report to the Committee on availability and standard of officials.

Organise officials for events conducted by LAANSW and other Centres, in which the Centre participates.

## **9 Officer for Coaching and Education**

Co-ordination of all club coaching programs.

Development and accreditation of club coaches, coaching assistants, officials and administrators.

Co-ordinate a panel of coaches to organise coaching sessions which will be available to all athletes of the Centre.

Assist and advise with the selection of athletes Zone or representative meetings.

Plan and implement coaching of Centre teams for representative carnivals.

Assist and advise in the purchase of educational material and required equipment related to athletics for use by members of the Centre.

## **10 Officer for Records and Rankings**

Record all athlete performances in an agreed format.

In conjunction with the Officer for Championship, maintain and publish all Centre records/best performances.

Organise the ranking of all athletes for competition.

Prepare record details for publicity purposes including Annual Report.

Collate entries for all championships and special meetings as required.

## **11 Officer for Publicity**

Prepare and distribute a Centre newsletter to all Centre members.  
Keep sponsors informed.

Plan and implement compilation and maintenance of publicity material to local media sources.

Advertise the activities of The Centre throughout the media and/or local community.

Organise information for schools, business firms and general public.

Organise promotional activities for The Centre.

## **12 Officer for Technical and Equipment**

Prepare a cyclic program for normal Centre competitions ensuring as much as possible that an equal number of events are conducted for each age group and that no particular type of event is neglected or favoured.

Determine the layout of the track and field for all competition held at The Centre.

Ensure the track and field are correctly marked for all events.

Perform or arrange track sector marking.

Arrange maintenance of long jump, runways and pits, discus cages and shot circles.

Recommend the purchase and or repair of all equipment.

Ensure all equipment is maintained in safe and good working order.

Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.

Provide details of equipment to the Treasurer for insurance purposes.

### **13 Officer for Catering / Canteen**

Manage the canteen and BBQ.

Determine products / quantities to order and order supplies.

In consultation with the Treasurer, arrange cash floats.

Operate the canteen on club ( or additional agreed days ).

Maintain records of orders placed, sales / profit and provide reports to the Committee.

### **14 Officer for Uniforms**

Maintain club uniforms inventory.

Transact / arrange uniform purchases with athletes / parents.

Order and supply uniforms as required.

Provide receipts and reconcile cash received with the Treasurer.

### **15 General Committee**

General Committee officers can perform any desired function for the club, including some of the above positions if not filled.