

Centre Committee Position Descriptions

I. President

The President shall be responsible for:

- a) Maintaining established principles for:
 - Constitutional Matters
 - Discipline of Centre
 - Aims and ideas of Centre
- b) Monitoring the operation of the principles and facilitating any changes in accordance with the Constitution.
 - Representing the Centre at:
 - Association Meetings
 - All Centre activities
 - Meetings with local authorities
- c) Attending at least 90% of general and committee meetings.
- d) Chairing and conducting meetings in an orderly manner with the assistance of the Secretary who establishes an agenda for the next meeting to be held.
- e) Observing the meaning of the Constitution.
- f) Ensuring fair hearing for all members.
- g) Ensuring majority decisions are made on all matters placed before the committee.
- h) Bringing to the notice of the Committee any issue or matter which may affect the Centre.
- i) Facilitating the operation of the Centre.
- j) Understanding meeting procedure and encouraging all members to participate in an orderly manner.
- k) Ensuring that all Committee members effectively carry out the tasks allocated to them.
- l) Preparing an annual report on the Centres activities, for presentation to the AGM and the Association.

II. Secretary

The Secretary shall be responsible for:

- a) Accurately recording of minutes and actions of the Committee meetings, General Meetings and the Annual General Meeting and distribute to members within a week after the meeting date.
- b) The publication and distribution of the minutes and the proposed agenda (including any reading material) for the next meeting.
- c) Receiving, collating and recording incoming correspondence, and advising the committee of the details of all correspondence received by the Centre.
- d) Assisting the President in the organisation of the details of all correspondence received by the centre.
- e) Responding to correspondence, as necessary.
- f) Notifying the Association of all accidents/injuries.

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III. Treasurer

The Treasurer shall be responsible for:

- a) Maintaining accounting records to accurately record all Centre income and expenditure.
- b) Publishing/reporting on a monthly basis, a summary of the accounting activity, including the bank balance.
- c) With the other members of the Executive Committee, conducting a current account with suitable Financial Institution for the purpose of the payment of any of the authorised outgoings of the Centre.
- d) Assisting the Registrar with the receipt of all registration moneys and remittance of all fees due to the Association.
- e) Preparing an annual budget.
- f) Keep account of all assets and liabilities.
- g) Paying all accounts, after a motion has been passed to authorise payment on each and every amount and preparing invoices for payment as needed.
- h) Being a signatory on the cheque and electronic account.
- i) Obtaining and renewing insurance coverage for all Centre property, equipment etc.
- j) Liaising with Financial Institutions from time to time to place any surplus funds into an appropriate investment.

IV. Registrar

The Registrar shall be responsible for:

- a) The receipt of LATAs Registration materials prior to the start of the Season.
- b) At the start of and during each season, manage and support the registration process for new and returning athletes.
- c) The issue of name badges and age patches, and an information manual to families of registered athletes.
- d) For all athletes, have access and oversight of:
 - Personal information including name, address, age, parent and relevant medical and other details that are deemed to be required by either the Committee or the LATAs.
 - The age group into which the athlete has been placed for the current season.
- e) The distribution and ordering of Awards as required by the LATAs.

V. Vice President

The Vice President shall be responsible for:

- a) Assisting the President, when required, in the administration of:
 - Meetings
 - Policy
 - Public Relations
- b) Assisting the various committee members in the discharge of their duties.

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- c) Standing in when needed, in the absence of the President.

VI. Special Events

The Special Events Committee Member shall be responsible for:

- a) Assistance with selection of athletes for competition at State Carnivals. This may be done in consultation with the Records and Ranking Officer and other committee members as needed.
- b) The completion and submission of any application forms and compliance with any other formalities necessary to enter the Centre members in Association carnivals or Championships.
- c) Ensuring adequate numbers of Centre members and officials attend State meetings or Championships. This can be done in consultation with other committee members as needed.
- d) Organising any Centre Championships and special events.
- e) Organising trophies, medallions, ribbons for events as required including Centre Combined event and Championships.

VII. Publicity & Public Relations Officer

The Publicity & Public Relations Officer shall be responsible for:

- a) Assist with the coordination and preparation of materials for the centre manual which is distributed to the family of each registered athlete at the beginning of each season.
- b) Connect with local newspapers and any other suitable media to promote and share the activities of the Centre, athletes and members.
- c) Updating all media platforms as required including social media, website and other.

VIII. Records and Ranking Officer

The Records and Ranking Officer shall be responsible for:

- a) Updating and uploading program event information into ResultsHQ in line with the Season Calendar.
- b) The correct entry of the results of each Centre meet.
- c) Maintain Centre Records, Personal Best Achievements and other achievements as set by the committee.

IX. Technical Requirements

The Technical Requirements Officer shall be responsible for:

- a) Conducting a regular stocktake of all Centre equipment and accounting for any equipment on loan.
- b) Maintaining the equipment in safe and good working order. This may entail organising a working bee from time to time.
- c) Organise/oversee track and field line marking with assistance from others as needed.

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- d) Advising the Committee of the need for and cost of any repairs or replacements required from time to time.
- e) Purchasing equipment as authorised by the Committee.
- f) Allowing access to the equipment for any use authorised by the Committee.
- g) Contacting the Association regarding changes to technical and ground requirements.

X. Arena Manager

The Arena Manager shall be responsible for:

- a) Supporting to ensure that all track and field sites are safe and suitable on competition day.
- b) Supporting the efficient running of Centre competition days as instructed by the executive.
- c) Supporting the executive to ensure that correct procedure of conducting events is followed during all competition days.
- d) Along with other experienced officials share responsibility for verifying and recording of centre records at each competition day.
- e) Providing assistance as required by the Centre Announcer to determine the competition schedule and program, and to ensure all parent helpers for events are in position.
- f) In conjunction with other committee members, providing assistance as required during competition.

XI. Development/Educational Officer

The Development/Education Officer shall be responsible for:

- a) Coordinating and organising of regular coaching opportunities for athletes to assist in the development of the skills of the athletes as agreed by the Committee.
- b) Ensuring coaching and development course opportunities are shared with the Committee and Centre.
- c) Support the promotion of participation in athletics within the Huon Valley community, including schools and local businesses.
- d) Development/Education Officer could support and attend Huon School athletics and Huon and Channel events to encourage students to join our Centre.
- e) Support the Special Events Officer with the organising, selecting of athletes and submitting of required forms for competition at State Events.
- f) Promotion of participation in athletics within the Huon Valley community, including schools and local businesses.

XII. Grants and Sponsorship Officer

- a) Assist the Centre as required with finding/fostering grant opportunities.
- b) Writing grant applications with support from other committee members as required.
- c) Seek and obtain sponsorship from local business to support good opportunity for the Centre and athletes.

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XIII. Canteen Officer

The Canteen Officer shall be responsible for:

- a) The provision and operation of the canteen on every Centre running day.
- b) The adequate staffing of the canteen with support of the committee .
- c) The accounting of all provisions purchased, sold and held by the canteen.
- d) The remittance to the Treasurer of all monies collected from the operation of the canteen.

XIV. First Aid Officer

The First Aid Officer shall be responsible for:

- a) Keeping the first aid kit up to date including ice.
- b) Providing general first aid to athletes.
- c) Prepare and complete injury/incident forms.
- d) Keeping an accurate record of all injuries.