

Leongatha Little Athletics Inc Position Descriptions

President

- Chair AGM and monthly Committee meetings
- Liaise with Executive Committee members to ensure a common goal and efficient running of Centre
- Spokesperson for the Centre in all communications with other tenants of the track and the Council
- Liaise with Grounds Manager to ensure equipment meets their requirements
- Oversee the setting up and stowing away of equipment
- Ensure the rules of the Constitution of the Leongatha Little Athletics Club Inc are followed along with the Statement of Purposes.
- Ensure each meeting has a quorum to make Committee Meeting valid.
- Ensure monthly Bank Statement is presented by the Treasurer for viewing at monthly Committee Meeting along with receipts and expenditure report.
- Ensure that the AGM & Committee meetings be conducted in an orderly fashion, ensuring all members are allowed a fair say and that they are able to ask any questions to any member of the Committee, debate all issues put before the Committee and record one vote on all matters.
 - Lock up Junior Football rooms, canteen, storage containers, oval & shed after each meet
- Organise the cleaning of the LJFC toilets
- Organise working bees as required

Vice President

- Attend monthly Committee meetings
- Assume duties of President in his/her absence

Secretary

- Handle all inward and outward correspondence
- Maintain all files
- Photocopying as required
- Issue notices and circulars
- Prepare and distribute AGM reports
- Liaise with VLAA
- Prepare deadlines of entries, returns and administrative matters
- Organise any advertising required by Centre
- First point of contact for information for Leongatha Little Athletics
- Prepare agendas for monthly meetings
- Take minutes of Meetings and organise distribution to all relevant people via email
- Maintain relevant administration material
- Organise Parent Helper Roster
- Organise Officials Roster at Region/State events
- Lodge Centre Affiliation forms
- Lodge Award nominations with Region & VLAA
- Prepare Annual Report
- Lodge all Region/State entries for Track Field, Relays, Multi's & Cross Country
- Apply for grants/funding.
- Computer skills required

Treasurer

- Keep proper books of account for all transactions made by Centre
- Present to each Committee meeting all accounts received by the Centre, since the previous meeting, for approval for payment
- Pay on invoice only all accounts passed for payment by the Committee. Such as payments to be made by cheque only
- Arrange for President, Secretary and self to act as signatories on all Centre bank and investment accounts
- Collect all fees, levies and other amounts payable to the Centre, Region or Association
- Bank all monies received promptly into the Centre bank account/s opened for that purpose
- Plan and implement all financial arrangements for the Centre activities
- Present to the Committee a detailed budget of income and expenditure
- Maintain a register of all assets of the Centre including their date of purchase, price and planned replacement date
- Present a statement of Income and Expenditure and Balance Sheet to the AGM
- Ensure that all books and records are audited prior to be presented at the AGM
- Computer skills required
- Organise & book venue for monthly Committee meetings and AGM.

Registrar

- Responsible for registration of athletes to VLAA, ensuring athletes are entered into correct age groups.
- Collection of fees and family levies and remittance to Centre Treasurer
- Enter registration details in Clubs on Line database, including the processing of credit card payments. (VLAA)
- Enter registration details into Access database. (LLAC)
- Issue registration & relevant information to Club Officials
- Compile all necessary paperwork relating to registrations for VLAA to be lodged monthly.
- Liaise with Treasurer for the reconciliation of membership numbers & fees.
- Compile Registration Reconciliation report to be lodged annually to VLAA.
- Responsible for allocation of Event Officials on competition days.
- Maintain Club records
- Organise Registration day/evening
- Collect Registration Packs from VLAA
- Create 3 week rotating event roster to ensure all applicable events are offered to each age group.
- Organise medals, trophies and certificates for presentation evening
- Lamine record certificates & distribute each week once verified.

Arena Manager

- Overall responsibility for the conduct of Centre competition days
- Liaise with Ground Manager, Equipment Manager, and Event Officials on competition days
- Manage normal competition program each week by co-ordinating all events so that there is continuity at each area for each age group

- Verify Centre records
- Ensure the safety of equipment & athletes at weekly meets.

Canteen Manager

- Run canteen operation
- Maintain complete record of expenditure
- Keep Treasurer up to date with record of expenditure
- Present report at Committee meetings
- Liaise with Arena Manager to organise event officials refreshments each week.
- Facilitate the purchasing (including actual pick up and delivery) of stock

Coaching and Education

- Organise coaching panel of qualified coaches at the Centre
- Plan and document coaching requirements for Centre on an on-going basis
- Recruit parents and other coaches to assist with training sessions when required
- Assist Event Officials at each event where necessary
- Education of event officials as to correct procedures and rules for each event

Coaches Assistant

- Lead training sessions when advised by Head Coach
- Work in conjunction with Head Coach to facilitate education of both athletes and parents

Equipment/Maintenance Manager

- Organise Set Up Officials roster
- Ensure all equipment is safe & compliant.
- Maintenance of equipment as required
- Order/replace equipment as required with approval from Centre Committee.
- Keep storage sheds neat & tidy
- Liaise with Coaching/Education & schools in regard to use of equipment.
- Maintain register of borrowed equipment
- Stock count at seasons end.

Equipment Set Up Officials

- Work with Equipment Manager to facilitate the setting up and stowing away of equipment on competition days.

Event Chief Officials

- Conduct event as per competition regulations
- Instruct parent helpers at event
- Liaise with Coaching/Education Maintenance of equipment as required

First Aid Officers

- Anyone with any first aid qualifications is welcome to nominate for this

position

- Be on call on competition days to administer basic first aid where required

Ground Manager

- Mark and maintain track markings for sprint and circular track, including field event markings
- Ensure correct markings for hurdles are identifiable on a weekly basis for the appropriate hurdle events as set per program
- Maintain battery charge for line marker & cleaning of line markers
- Order paint as required

Handbook Coordinator

On Track Coordinator

- Make weekly program
- Set up of equipment each week
- Organise certificates & medals for Presentation day
- Assess skill level of athletes
- Organise certificates & medals for Presentation day
- Assess skill level of athletes
- Teach On Track athletes
- Liaise with Coaching/Education for Assess skill level of athletes

Publicity Officer

- Ensure that all Leongatha Centre activities are promoted in the local community through publicity in local newspapers, schools and businesses
- Submit articles to the Association for publication in the Little Athletics Magazine
- Develop and implement a marketing plan for the Leongatha Centre aimed at attracting major sponsors for activities and projects (in conjunction with Handbook Coordinator & Projects Officer)
- Email weekly results received from Registrar to local newspapers along with photo's.

Public Officer

- Notify the Registrar (Consumer Affairs) of appointment of new Public Officer or change of the Public Officer's address.
- Within one month after the Annual General Meeting, lodge with the Registrar (CA) the LLAC Inc, "Annual Statement by Public Officer" and other financial documents with the prescribed fee & the LLAC Annual Report.
- A Public Officer must be 18 years of age
- A Public Officer may hold other positions within Leongatha Little Athletics Inc.
- Within 14 days, must lodge details with the Registrar (CA) relevant documents if the LLAC Inc. becomes a trustee.
- Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. A prescribed fee applies

- Apply to the Registrar for approval of a name change. (after special resolution has been passed)
- Notify the Registrar of special resolution relating to the wind up & distribution of assets within 28 days of passing the resolution. A prescribed fee applies.

Recreation Reserve Delegate

- Attend Leongatha Recreation Reserve meetings (bi-monthly)
- Vote on issues on behalf of the Leongatha Centre, where instructed by Centre Committee
- Report to Committee on information received at Rec Reserve meetings

Region Delegate

- Attend Region meetings & VLAA AGM
- Vote on issues on behalf of the Leongatha Centre, where instructed by Centre Committee
- Report to Committee on information received at Region meetings

Special Projects Officer

- Head major projects undertaken by Centre as required. (eg. Track upgrade, constitutional matters, major grant applications etc)
- Prepare a report for Centre Committee Meetings
- Liaise with Centre Executive Committee regarding all matters

Team Manager

State Cross Country, Region/State Relays, Region/State Track & Field, State Multi's

- The Team Manager is the focal point for athletes at the Region and State Championships for both Relays and Track and Field.
- To be responsible for all documentation, relating to athletes entering the above events. This information must comply with close of entry dates as stipulated by Leongatha Centre Secretary and must be directed to the Secretary for on forwarding to the appropriate people
- Ensure athletes/teams are marshalled at their events & finals during Championships.
- Lodge protest forms when applicable
- Complete event clash/release forms for Championship events.
- Compile and present report for Centre Committee.

Uniform Manager

- Keep record of uniforms borrowed for events & follow up non returned uniforms.
- Hand out & collect Centre uniforms for events.
- Washing of Centre uniform after each use.