

ROLE / DUTIES	PRESIDENT	VICE PRESIDENT	SECRETARY (PUBLIC OFFICER)
AIM	To facilitate the centre's operation by ensuring the centre is adequately resourced and financial.	To assist the centre's President in facilitating the centre's operation, monitoring the centre's resources and financial position.	To assist the Executive Committee \ General Committee in achieving its Goals and Objectives by providing a wide range of communication and planning support.
DESCRIPTION	<p>Act as chairperson at the monthly committee and executive meetings and other meetings organized by the centre.</p> <p>Prioritise and delegate tasks, keeping a task list updated with all current tasks / projects, who is responsible, the estimated cost and the expected completion date. Follow up projects and tasks focusing on meeting the required completion date and budget constraints.</p> <p>Ensure that all members of the executive keep him/her informed of all centre matters under their control.</p> <p>Communicate with the members, general community, sponsors, athletic bodies, associated centres ,facilities and other relevant bodies.</p> <p>Review the centre's financial position and give guidance on revenue and expenditure constraints.</p> <p>Provide support to all Committee members to assist those members in achieving the centre's goals and objectives.</p> <p>Along with the Programming officer administer Friday night competitions, delegate tasks including set up, track and pack up teams.</p> <p>In lieu of there being no Programming officer the president will assume this role.</p> <p>Conduct public address announcements during competition evenings in regards to program, safety, club events and parent assistance etc</p> <p>Provide member liaison during athlete registration activities.</p> <p>Liaise with Mingara Track Management regarding facilities and events.</p> <p>Represent whenever possible 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.</p> <p>Additionally Act as Master of Ceremonies at centre Presentations.</p> <p>Develop policies and procedures required for centre operation in conjunction with executive and dedicated officers including WWC, WHS and assist to make sure they are observed during all operations.</p> <p>Submit written reports to the secretary for the annual report, new season welcome letter, monthly meeting reports and operational team correspondence weekly re changes to weekly operation.</p> <p>Deal with complaints and issues arising from athletes, parents, committee or any other party.</p> <p>Decide on competition cancellation due to weather issues in conjunction with the Executive committee..</p>	<p>The Vice President shall perform all duties of the President in the absence of the President or as directed by the President.</p> <p>Assist the President in performing the President's duties.</p> <p>Provide support to all Committee members to assist those members in achieving the centre's goals and objectives.</p>	<p>Attend and take minutes at all Committee and Executive Meetings. Send the previous minutes to all Committee members and call for new agenda items for the next meeting. Table previous minutes at the following Meeting for committee approval.</p> <p>Act as the centres Public Officer.</p> <p>Provide an annual report for the centre and reports for the Monthly committee meeting in regard to incoming and outgoing communications.</p> <p>Act as the main correspondent in regard to enquiries, taking relevant notes on each enquiry made. Forward all enquiries to the relevant parties and collect and maintain the clubs post office box. Keep on file a full list of club user names and passwords for internet based accounts . Maintain and distribute the clubs mobile phones, internet dongle and any associated accounts. Maintain a list and distribute club keys inc shed , tool trolley, notice board and cabinet.</p> <p>Keep on file all correspondence received and a copy of each item of correspondence forwarded on behalf of the centre from the Executive Committee any other information that is applicable to the centre.</p> <p>Notify the Executive, General Committee and centre members of any information that may be of interest to them including upcoming carnivals, fundraising events and special events.</p> <p>Liaise with the President and organise all dates and venues for General Committee and Executive meetings.</p> <p>Publicise the dates and venues of the meetings to all relevant parties.</p> <p>Assist the executive committee the creation of all the season's competition dates and book and confirm with Mingara Track Management.</p> <p>Obtain stationary and other consumables as required by the centre.</p> <p>Act on behalf of The Centre as directed by The Executive.</p> <p>Assist Registrar in the correct completion of athlete registrations.</p> <p>Liaise with centre executive and general committee to organise the centres annual presentation, theme or fun nights throughout the season. Delegate tasks and make sub committee.</p> <p>Book venues, determine times and dates.</p> <p>Creation of an events sub committee, outsource duties when required to other committee members or parties</p> <p>Assist in the distribution of awards to members, as set by the centre executive.</p> <p>Assist with the selection of "Sports Person of the Month" type awards.</p>
MEETING ATTENDANCE (Monthly , Exec & Special)	ALL	ALL	ALL
FRIDAY NIGHT TEAM (If in attendance & not acting as an age manager which is not recommended for committee members)	YES	YES	YES
ZONE DELEGATE	YES	ONLY IN THE PRESIDENTS ABSENCE	ONLY IN THE PRESIDENTS ABSENCE
APPOINTMENT	YEARLY @ AGM	YEARLY @ AGM	YEARLY @ AGM
MEMBER OF	EXEC & GENERAL	EXEC & GENERAL	EXEC & GENERAL
REPORTS (Annual , Monthly , Newsletters Letter, Yearbook & Publicity)	ALL	ALL	ALL
SEASON BUDGET AND FUNDING REQUESTS	YES	YES	YES
INTERVENE ON ISSUES WHEN APPROACHED BY MEMBERS	YES	YES	YES
ASSISTANT APPOINTMENTS	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.
ADDITIONAL DUTIES	Perform any other Duties as requested by the Executive or Centre	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive
COMMUNICATION (Email)	Weekly bulletin , with any important information mainly in regards to Friday nights operations.		Any important items on a need to know basis.
UPDATE CLUB NOTICE BOARD	YES	YES	YES
CONFERENCE ATTENDANCE (Preferably no one to attend more then 2 years in a row unless there are no other takers)	OFFERED	OFFERED	OFFERED
MAX SUGGESTED TERM OF OFFICE	3 YEARS	2 YEARS	3 YEARS
REPORT FAULTY EQUIPMENT	YES	YES	YES
FINANCIAL & REGULATORY BODY SIGNATORY (Note 2 signatures required per cheque or EFT transfer)	YES	YES	YES
MOBILE PHIONE (Max 2 phone 1 to be shared)	YES (BUT OPTIONAL EITHER SECRETARY OR PRESIDENT)	ONLY IF REQUESTED BY THE PRESIDENT	YES (BUT OPTIONAL EITHER SECRETARY OR PRESIDENT)
SHED KEY HOLDER	YES	YES	
WEBSITE, EMAIL & FACEBOOK ACCESS	YES	YES	YES
RHQ ACCESS	YES	YES	YES
CLUBS ONLINE ACCESS			YES

ROLE / DUTIES	TREASURER	REGISTRAR	UNIFORM & APPAREL OFFICER
AIM	To maintain the centre's finances and to give advice to the President, the Executive and the Committee in regard to the financial position of the centre.	To facilitate the centre's operation by ensuring that correct athlete registration procedures are followed.	To assist the centre's operation through stock control and ensuring adequate uniform resources.
DESCRIPTION	Attend monthly committee meetings, AGM and executive meetings as requested. Also attend other meetings that involve financial decisions or as requested by the president. Report all correspondence and activities back to the president and executive committee. Organise petty cash for events when required. Only pay accounts that present with a valid tax invoice and according to the payment terms in that document. Issue receipts for all monies received. (and/or appoint person/s to issue receipts on behalf of the centre for monies received). Maintain financial records using the centres MYOB software, keeping a detailed ledger of all receipts and payments transacted for the centre. Set start of year budgets in conjunction with the Executive committee. Collect all outstanding monies owing to the centre and report instances of possible bad debt to the executive immediately. Arrange for the President, Vice President, Secretary and Treasurer to act as signatories, with any two to sign on all Centre cheques or facilitate EFT transactions, (except where two may be members of the same household). Arrange for banking within two (2) business days of receipt of monies. To provide an annual budget & cash flow projection for current and future tasks and projects. Provide a monthly financial and budget statement, bank balances to the president and executive committee prior to the monthly meeting. Review the centre's financial position on a regular basis and give guidance on revenue and expenditure constraints. In conjunction with the Equipment Officer & Uniform officer etc maintain the centres asset register. Review bank finances to achieve maximum interest return and lowest fees. Act as the immediate communication body in regard to financial enquiries with relevant bodies. Investigate all insurance policies required for the Centre and equipment. Liaise with centres auditor at years end and prepare end of season financial report for the AGM. In lieu of there being no Uniform Officer this role will be filled by the Treasurer and or Registrar.	Conduct athlete registrations in accordance with LANSW procedures. Respond to registration related enquiries. Set athlete number criteria for the coming season based on the inclusion or non inclusion of state and/or odd - even numbers. Perform season rollover in Results HQ to reset year numbers. Set registration opening and closing dates. Erect rego banner at track. Monitor age groups sizes and report back to the executive committee. Post relevant information via the centres electronic media methods. Assist the Uniforms officer in managing online purchases of uniforms. In conjunction with the executive committee set the season's fee structure. Communicate with LANSW regarding centre returns, transfers and refunds. Receive rego pack info from LANSW & coordinate the welcome packs with all numbers and the distribution of these. Process and refund any hardship requests. Process the proof of age documentation. Provide a monthly report to committee on registration status and end of year report for the yearbook. Deal with late registrations and determine fees payable.	The Uniform Officer shall determine and maintain such uniform stock as required to satisfy the demand, ensuring all stock is maintained in good presentable condition. At seasons start in conjunction with the executive set uniform pricing. Work with the registrar to incorporate the uniforms in the IMG online registration system. Arrange for the delivery of uniforms prior to the registration days. Liaise with the registrar to set dates for uniform purchases. Liaise with the treasurer prior to the purchase of and following the sale of uniforms to check on funding availability and forward monies for banking. Keep a list in electronic format and distribute monthly of all articles sold and stock on hand to assist in future & season budgeting. Conduct season start & end stock takes on the uniform stock in terms of quantity and monetary value. Negotiate and secure uniform suppliers that will supply high quality stock at an affordable price and delivery time frame. Minimum of two quotes are required. Help to enforce the clubs uniform policy. Investigate and make recommendations to the committee on additional items that could be considered as part of the uniform stock. In conjunction with the Championships officer procure items of apparel for Championships or other events. Arrange for sale of old and obsolete items. Arrange for appropriate storage facilities / equipment for the storage of all uniforms. In lieu of there being no appointed officer the position will be performed collaboratively by the committee .
MEETING ATTENDANCE (Monthly , Exec & Special)	ALL	ALL	MONTHLY
FRIDAY NIGHT TEAM (If in attendance not acting as an Age manager which is not suggested for committee members)	YES	YES	YES
ZONE DELEGATE			
APPOINTMENT	YEARLY @ AGM	YEARLY @ AGM	YEARLY @ AGM
MEMBER OF	EXEC & GENERAL	EXEC & GENERAL	GENERAL
REPORTS (Annual , Monthly , Newsletters Letter, Yearbook & Publicity)	ALL	ALL	MONTHLY , ANNUAL
SEASON BUDGET AND FUNDING REQUESTS	YES	YES	YES
INTERVENE ON ISSUES WHEN APPROACHED BY MEMBERS	YES	YES	
ASSISTANT APPOINTMENTS	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.
ADDITIONAL DUTIES	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive
COMMUNICATION (Email)	Any important items on a need to know basis.	Any important items on a need to know basis.	Any important items on a need to know basis.
UPDATE CLUB NOTICE BOARD	YES	YES	YES
CONFERENCE ATTENDANCE (Preferably no one to attend more then 2 years in a row unless there are no other takers)	OFFERED	OFFERED	
MAX SUGGESTED TERM OF OFFICE	3 YEARS	3 YEARS	2 YEARS
REPORT FAULTY EQUIPMENT	YES	YES	
FINANCIAL & REGULATORY BODY SIGNATORY (Note 2 signatures required per cheque or EFT transfer)	YES	YES	
MOBILE PHIONE (Max 2 phone 1 to be shared)		YES (FOR PRE SEASONS START)	
SHED KEY HOLDER			
WEBSITE, EMAIL & FACEBOOK ACCESS	YES	YES	
RHQ ACCESS	YES	YES	
CLUBS ONLINE ACCESS	YES	YES	

ROLE / DUTIES	RESULTS & POINT SCORE & PROGRAMMING OFFICER	CHAMPIONSHIP OFFICER & TEAM MANAGER	AGE MANAGER & OFFICIALS CO ORDINATOR
AIM	To facilitate the centre's operation by ensuring timely and accurate recording of athlete results during Friday night competition and carnivals. Also to facilitate the centre's competition nights by ensuring smooth and efficient running of the athletic programme as specified by the season's schedule.	To facilitate the centres operation by ensuring that centre athletes are correctly entered into carnivals & championships and allocate parent helper resources.	To assist in the smooth operation of all centre nights by effectively communicating with Age managers and parents. Recruit and maintain a list of officials each season.
DESCRIPTION	<p>Record all athlete performances in Results HQ.</p> <p>Work with the Programming officer and Executive committee to review points allocations within Results HQ and the interaction of the season programme.</p> <p>Work with Executive committee to establish and/or review points/ awards criteria.</p> <p>Download the track results at the conclusion of a centre night.</p> <p>Maintain and publish all centre records/best performances.</p> <p>Assist with selection of athletes for centre representation.</p> <p>Organise the ranking of all athletes for competition.</p> <p>Assist members with logon issues or discrepancies within Results HQ.</p> <p>Liaise with Timing solutions re all aspects of Results HQ, in terms of features, bugs etc.</p> <p>Liaise with the Championships Officer in regards to athlete results needed for team selection.</p> <p>In lieu of there being no appointed officer the position will be performed collaboratively by the executive committee .</p> <p>Use Results HQ to create the yearly program and check it is displayed at the track and online.</p> <p>Attend each Friday evening and facilitate the Friday evening programme.</p> <p>Advise the Age Manager Team Leader of the competition event rotation and offer guidance and assistance to age managers or other officials during Friday night competitions.</p> <p>Resolve any disputes via the Age Manager Team leader with the age managers where events may clash or be back-logged</p> <p>Answer general enquiries from members and parents in regard to the programme and age group locations.</p> <p>Monitor and report Friday night attendance figures.</p> <p>Report to the committee in regard to Friday evenings including the events and/or age groups that are flowing well and the areas that are causing problems. Provide recommendations to the committee on future changes to consider.</p>	<p>Direct, plan and organise all competition and championship events on behalf of The Centre.</p> <p>Prepare competition programs and timetables and submit it to The Executive for approval.</p> <p>Organise all aspects of Centre Championships in liaison with the Executive committee.</p> <p>Attend on behalf of the Centre, Zone, Regional and State Championships Centre representative duties.</p> <p>Ensure that all athletes are correctly nominated in their events and that the nominations appear before the closing date.</p> <p>Be identified to athletes before attending championships.</p> <p>Ensure that all athletes report for marshalling for their events in a timely fashion.</p> <p>Where practical attend all championships that the centre athletes attend or you may nominate another member of the Centre to be a team manager for any particular championships.</p> <p>Place protests at championships on behalf of members.</p> <p>On approval from the committee and in conjunction with the Uniforms & Apparel Officer arrange for the supply to athletes of championships clothing and or representative clothing and goods. Collect funds if applicable from members for this apparel and pass onto the Treasurer , obtain a float if required.</p> <p>In conjunction with the executive committee and the Results \Point Score Officer make representative team selections.</p> <p>Allocate parent helper duties based on the requirements of the particular championship.</p> <p>Actively seek out upcoming event information for athletes including Gala days etc.</p> <p>committee. Process and collect monies for fees associated with Zone, Region & State and or other registration based events.</p> <p>Report back to the centre with performances of athletes.</p> <p>In lieu of there being no appointed officer the position will be performed collaboratively by the</p>	<p>Recruit & organize Age Group Managers for the safe & efficient conduct of Friday night competitions.</p> <p>Be aware of and communicate the Code of Conduct behaviour policy for athletes and parents.</p> <p>Conduct regular meetings and/or communication with all Age Group Managers for the purpose of advising the managers of any Committee decisions taken, changes to program, Association directives and information and other matters affecting the operation of the Centre and its members.</p> <p>Co-ordinate and maintain a list of parent helpers.</p> <p>Assist the new and returning Age Group Managers in their responsibilities and promote sportsmanship and "Fair Play" at all times.</p> <p>Ensure the Age Group Managers are aware of and apply the rules of competition of the Association and the centre by identifying training requirements and needs of individual Age Managers.</p> <p>Ensure Age Managers are aware of potentially fatal medical conditions an athlete within their age group could suffer with e.g. Anaphylaxis, asthma, epilepsy.</p> <p>Where possible move through age groups on Friday nights competition to work with and identify any group issues.</p> <p>Provide assistance to or request assistance from a qualified Coach in helping athletes that require technique improvement without disrupting the flow of the event.</p> <p>Liaise with the Programming Officer for event rotation changes and communicate to age managers.</p> <p>Determine criteria and them implement the issuing of encouragement & Friday night award recipients in conjunction with executive.</p> <p>Communicate centre information to athletes i.e. carnival entries, coaching and announcements via Age Managers.</p> <p>Return Age Group folder to Results & Point Score officer at end of the meet.</p> <p>Provide unbiased and accurate event officiating. Assist and report any injury to first aid or centre official. Discuss any comments and ideas aimed at improving The Centre with the Age Group Managers and conveying those suggestions and discussions and presentation to The Executive if warranted.</p> <p>Recruit and organize officials for the safe and efficient conduct of centre Competitions.</p> <p>Organize officials for participation in instruction, training and examinations.</p> <p>Organize officials for events conducted by LAANSW and other centres, in which the centre participates.</p> <p>Conduct regular meetings of all officials for the purpose of advising them of changes to program, association directives and information and other matters affecting the operation of the centre and its members.</p> <p>Discuss any comments and ideas aimed at improving the centre with the officials and conveying those suggestions and discussions to the executive.</p> <p>In lieu of there being no appointed officer the position will be performed collaboratively by the committee .</p>
MEETING ATTENDANCE (Monthly , Exec & Special)	MONTHLY	MONTHLY	MONTHLY
FRIDAY NIGHT TEAM (If in attendance not acting as an Age manager which is not suggested for committee members)	YES	YES	YES
ZONE DELEGATE		YES	
APPOINTMENT	YEARLY @ AGM	YEARLY @ AGM	YEARLY @ AGM
MEMBER OF	GENERAL	GENERAL	GENERAL
REPORTS (Annual , Monthly , Newsletters Letter, Yearbook & Publicity)	ALL	ALL	MONTHLY
SEASON BUDGET AND FUNDING REQUESTS	YES	YES	YES
INTERVENE ON ISSUES WHEN APPROACHED BY MEMBERS			
ASSISTANT APPOINTMENTS	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.
ADDITIONAL DUTIES	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive
COMMUNICATION (Email)	Any important items on a need to know basis.	Regular email correspondence to participants during Championship periods to keep them updated on events . Any important items on a need to know basis.	Weekly during the season to all age managers & committee re the up and coming Friday night program along with any general items of interest.
UPDATE CLUB NOTICE BOARD	YES	YES	YES
CONFERENCE ATTENDANCE (Preferably no one to attend more then 2 years in a row unless there are no other takers)	OFFERED	OFFERED	OFFERED
MAX SUGGESTED TERM OF OFFICE	3 YEARS	2 YEARS	2 YEARS
REPORT FAULTY EQUIPMENT	YES	YES	YES
FINANCIAL & REGULATORY BODY SIGNATORY (Note 2 signatures required per cheque or EFT transfer)			
MOBILE PHIONE (Max 2 phone 1 to be shared)		YES (WILL TAKE THE REGISTRARS PHONE BEFORE THE CHAMPIONSHIP SEASON COMMENCES)	
SHED KEY HOLDER			
WEBSITE, EMAIL & FACEBOOK ACCESS			
RHQ ACCESS	YES		
CLUBS ONLINE ACCESS			

ROLE / DUTIES	EQUIPMENT & FACILITIES OFFICER	TINY TOTS OFFICER \ CO ORDINATOR	SAFETY & FIRST AID OFFICER
AIM	To assist the Centre's operation through ensuring control and maintenance of the centre's equipment and facilities.	To assist the Centre's operation through management of the Tiny Tots program during the athletic season.	To assist the centre's president in facilitating the centre's operation by assessing risk within operating policies and procedures. To assist the Centre's operation by ensuring First Aid services are available for the centre.
DESCRIPTION	<p>In conjunction with the President , liaise with Mingara track management to make sure the facilities are safe and ready for competition nights.</p> <p>Make sure equipment is in working order before each competition night.</p> <p>Maintain the centres technical equipment including timing equipment, IT peripherals & co ordinate updates, repairs etc.</p> <p>Ensure the adequate supplies of expendables such as starting caps and timer paper. Conduct seasons start and end stocktakes and report via a spread sheet (Excel format).</p> <p>Periodically or when required maintain an equipment register spread sheet (Excel format) that contains the equipment type, quantity, condition, supplier and replacement Value.</p> <p>Maintain gear shed and fixtures.</p> <p>Recommend the purchase of new equipment and/or repair of old equipment.</p> <p>Provide details of equipment to the Treasurer for insurance purposes.</p> <p>Monitor any equipment loans and returns via an equipment loan register spread sheet (Excel format).</p> <p>In lieu of there being no officer the role will be assumed by the greater committee.</p>	<p>Be identified to Tiny Tots parents at the start of the season and assist when required with the registration process.</p> <p>In consultation with Registrar and Executive, limit numbers in this age group to what can safely be organized with the resources available.</p> <p>Develop and publish a program for each season in conjunction with the Training Manager and executive.</p> <p>Identify and recruit assistants for the running of the age group.</p> <p>Identify training needs of Tiny Tots assistants and notify the training manager.</p> <p>Assist in the training of future Tiny Tots coordinators.</p> <p>Record attendance numbers.</p> <p>Deal with and report any issues in the age group.</p> <p>Liaise with programming officer in regards to required track usage on competition evenings.</p> <p>Assist with end of season awards. In lieu of there being no appointed officer the position will be performed collaboratively by the committee or the age group maybe suspended in that calendar season.</p>	<p>Ensure WHS practices are observed during centre activities. Review centre policies and procedures utilising LANSW Risk Management tools and policies.</p> <p>Develop and maintain standard operating procedures in conjunction with the executive.</p> <p>Report all correspondence and activities back to the president.</p> <p>Implement the working with children check policy and maintain centre records.</p> <p>Must have an accredited certificate in first aid or undertake at the centres expense a First Aid course.</p> <p>If no suitable person is available for First aid then outsource First aid duties to other parties, i.e. St Johns Ambulance or Red Cross.</p> <p>Must be on call at centre competition meetings and be able to attend to any injuries/illness sustained by the athletes or spectators.</p> <p>Maintain a list of any injuries in the First Aid record and forward this list to LAANSW at the end of the competition season.</p> <p>Notify the parent or guardian of any injured athlete as soon as possible after an incident.</p> <p>Keep the centre informed on new First aid requirements and equipment available.</p> <p>Maintain and replace First Aid Items for the centre's First Aid box.</p> <p>In lieu of there being no Safety & First Aid Officer, the role will be assumed and shared by the greater committee.</p>
MEETING ATTENDANCE (Monthly , Exec & Special)	MONTHLY	MONTHLY	MONTHLY
FRIDAY NIGHT TEAM (If in attendance not acting as an Age manager which is not suggested for committee members)	YES	YES	YES
ZONE DELEGATE			
APPOINTMENT	YEARLY @ AGM	YEARLY @ AGM	YEARLY @ AGM
MEMBER OF	GENERAL	GENERAL	GENERAL
REPORTS (Annual , Monthly , Newsletters Letter, Yearbook & Publicity)	MONTHLY , ANNUAL	MONTHLY	MONTHLY
SEASON BUDGET AND FUNDING REQUESTS	YES	YES	YES
INTERVENE ON ISSUES WHEN APPROACHED BY MEMBERS			
ASSISTANT APPOINTMENTS	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.
ADDITIONAL DUTIES	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive
COMMUNICATION (Email)	Any important items on a need to know basis.	Any important items on a need to know basis.	Any important items on a need to know basis.
UPDATE CLUB NOTICE BOARD	YES	YES	YES
CONFERENCE ATTENDANCE (Preferably no one to attend more then 2 years in a row unless there are no other takers)	OFFERED	OFFERED	
MAX SUGGESTED TERM OF OFFICE	2 YEARS	2 YEARS	2 YEARS
REPORT FAULTY EQUIPMENT	YES	YES	YES
FINANCIAL & REGULATORY BODY SIGNATORY (Note 2 signatures required per cheque or EFT transfer)			
MOBILE PHIONE (Max 2 phone 1 to be shared)			
SHED KEY HOLDER			
WEBSITE, EMAIL & FACEBOOK ACCESS			
RHQ ACCESS			
CLUBS ONLINE ACCESS			

ROLE / DUTIES	MARKETING AND COMMUNICATIONS OFFICER	SPONSORSHIP & FUNDRAISING OFFICER	GENERAL COMMITTEE
AIM	To assist the Centre's operation by ensuring the flow of information to members of the centre including committee, parents and athletes. To assist the Centre's operation through promotion of the centre in electronic and print media via announcements or newsletters.	To facilitate the centres operation by promoting the centre and sourcing sponsorships, community partnerships and/or donations.	To facilitate the centres operation by assisting the executive and greater committee to achieve the centres goals for the season.
DESCRIPTION	<p>Design, implement and manage the centres' website and facebook page in collaboration with committee members and Timing Solutions who presently host the website. Some knowledge of Word Press is advisable but not necessary.</p> <p>In collaboration with the Records & Point Score & Programming officers, make sure as part of the Results HQ package that the results, records and event information is correctly displayed on the website.</p> <p>Actively seek out upcoming event information for athletes and parents. These may include training opportunities, championships & carnivals. Regularly check Little Athletics NSW for information.</p> <p>Publish on facebook and the website any information in regards to training and/or competition nights such as cancellations or weather issues.</p> <p>You will need to access to the internet around 4.00pm on Friday afternoons in the event weather alerts need to be posted. Weather decisions are made by the president.</p> <p>Complete bulk emails (usually weekly) to members with information on news, events, reminders and issues.</p> <p>Report back to committee any issues, abuse or outages on our media portals.</p> <p>Pass on to the secretary any account and password information for facebook & website.</p> <p>Regularly communicate with committee members to publish bulletins and/or updates across all media onto the internal committee page of the website.</p> <p>Liaise with the media as required.</p> <p>Promote Tuggerah Lakes Mingara Little Athletics Centre wherever possible.</p> <p>Whenever possible assist with Friday night competition.</p> <p>Conduct yearly survey using Survey Monkey.</p> <p>Compilation and maintenance of publicity material to local media sources and schools.</p> <p>Prepare and distribute a bimonthly centre newsletter to all centre members in conjunction with the social media officer.</p> <p>Advertise the activities of the centre throughout the local community.</p> <p>Organize promotional activities for the centre in liaison with the fundraising Officer</p> <p>Liaise with the Results and Point score officer to publish exceptional athlete performances at championships.</p> <p>Distribute centre registration posters and information to the local schools at the start of each season. Keep a list of contacts for personnel that the centre uses for this purpose. In lieu of there being no appointed officer, the position will be performed collaboratively by the committee.</p>	<p>In conjunction with club executive determine what level of fundraising is needed on a yearly basis. Identify sponsorship opportunities and promotional activities to allow a greater public awareness of the centre and its facilities. Note these sponsors should not conflict with the Clubs and Little Athletics core sponsors. Sponsors should pass the arms length transaction test i.e. there should be no conflict of interest between the sponsor and committee members. This would include financial or family interests either direct or indirect unless agreed to by the committee.</p> <p>Seek approval from the committee in regard to sponsorship, donations and promotional campaigns.</p> <p>Actively pursue approved opportunities to promote the centre.</p> <p>The Coordinator shall plan and implement the following operations:</p> <p>Prepare articles for promotion in the centre newsletter and the local community.</p> <p>Organize promotional/fundraising for the Centre in liaison with the Marketing and Communications Officer.</p> <p>Book and operate BBQ's at Masters, Bunning's and/or other opportunities. In lieu of there being no appointed officer the position will be performed collaboratively by the committee.</p>	<p>Through participation and attending club nights, provide constructive input and support to the committee (including executive) members in achieving their tasks.</p> <p>Perform any other duties as requested by the executive and be deputised into positions on a need to basis.</p> <p>Assist in running Friday night competitions, special events and championships.</p> <p>General committee members are encouraged to take roles outside of the executive roles at any stage in the season.</p>
MEETING ATTENDANCE (Monthly , Exec & Special)	MONTHLY	MONTHLY	MONTHLY
FRIDAY NIGHT TEAM (If in attendance not acting as an Age manager which is not suggested for committee members)	YES	YES	YES
ZONE DELEGATE			
APPOINTMENT	YEARLY @ AGM	YEARLY @ AGM	YEARLY @ AGM
MEMBER OF	GENERAL	GENERAL	GENERAL
REPORTS (Annual , Monthly , Newsletters Letter, Yearbook & Publicity)	MONTHLY	MONTHLY	MONTHLY
SEASON BUDGET AND FUNDING REQUESTS	YES	YES	
INTERVENE ON ISSUES WHEN APPROACHED BY MEMBERS			
ASSISTANT APPOINTMENTS	Can appoint any willing members of the committee.	Can appoint any willing members of the committee.	
ADDITIONAL DUTIES	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive	Perform any other Duties as requested by the President or Executive
COMMUNICATION (Email)	Any important items on a need to know basis.	Any important items on a need to know basis.	Any important items on a need to know basis.
UPDATE CLUB NOTICE BOARD	YES	YES	NA
CONFERENCE ATTENDANCE (Preferably no one to attend more then 2 years in a row unless there are no other takers)			
MAX SUGGESTED TERM OF OFFICE	2 YEARS	2 YEARS	
REPORT FAULTY EQUIPMENT	YES	YES	YES
FINANCIAL & REGULATORY BODY SIGNATORY (Note 2 signatures required per cheque or EFT transfer)			
MOBILE PHIONE (Max 2 phone 1 to be shared)			
SHED KEY HOLDER			
WEBSITE, EMAIL & FACEBOOK ACCESS			
RHQ ACCESS			
CLUBS ONLINE ACCESS			