



# COMMITTEE ROLE DESCRIPTIONS & OBJECTIVES

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The Objectives of the GGLAC Committee are to:

- Conduct, promote, and administer little athletics in the local area;
- Advance little athletics in the local area through development programs and the acquisition of relevant grants and or funds;
- Provide a safe and quality sporting / volunteer /spectator experience for our members;
- Operate as a not for profit organisation whilst ensuring the financial security of the Centre
- Act on behalf of and in the interest of our Members and Members of the local community;
- Affiliate and liaise with SALAA and LAA and adopt their policies and guidelines;
- Liaise with the local council in regard to the lease of the venue
- Consider public interest and the local environment in all aspects of our operations; and
- Undertake what is necessary to achieve these objectives.

## PRESIDENT

The role of the President is to provide leadership and responsibility for the centre and the Committee.

### **Desirable Attributes:**

- Well informed of all Centre activities and able to provide oversight
- A person who can develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the Centre
- A good working knowledge of the Committee, constitution, rules and duties of office bearers
- Able to work collaboratively with other Committee Members
- A good listener and attuned to the interests of Members and other interest groups

- A good role model and a positive image for the Centre in representing the Committee in other forums
- A competent public speaker

**Specific duties include but are not limited to:**

- Chair committee meetings and the AGM ensuring that they are run efficiently and effectively
- Act as a signatory for the Centre in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Centre governance
- Periodically consult with Committee Members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
  - The necessary skills are represented on the Committee and that a succession plan is in place to help find new Members when required
  - Goals and relevant strategic and business plans are developed in order to achieve the goals of the Centre.
- Representing the Centre where possible at:
  - Association AGM
  - Association state conference
  - All Centre activities
  - Meetings with outside agencies where applicable
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Centre.
- Bringing any issues or matters which may affect the Centre to the committee.
- Understand meeting procedures and encouraging all members to participate in an orderly manner.
- Ensuring that all Committee Members carry out the tasks allocated to them.
- Preparing an Annual Report on the Centres activities, for the AGM and the Association.
- Arranging a planning session for the coming season.
- Ensure volunteer register is up-dated.
- Ensure that an annual income & expenditure report is prepared and audited,

## **VICE PRESIDENT**

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

### **Desirable Attributes:**

- Well informed of all organisation activities and able to provide oversight
- A person who can develop good relationships internally and externally
- Willing to step in for the president where needed including chairing meetings
- Forward thinking and committed to meeting the overall goals of the centre
- A good working knowledge of the constitution, rules and duties of office bearers
- Able to work collaboratively with other members
- A good listener and attuned to the interests of members and other interest groups
- A good role model and a positive image for the centre in representing the committee in other forums
- A competent public speaker
- Able to raise concerns with the President when they arise

### **Specific duties include but are not limited to:**

- In the event of the President being unable to fulfill his/her duties to step into that role
- In the absence of the President, chair committee meetings ensuring that they are run efficiently and effectively
- Represent the Centre at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee

## **SECRETARY**

The role of the Secretary is to act as the chief administration officer of the Centre which allows the Committee to provide good governance. This person provides the coordination link between Members, the Committee and outside agencies including but not limited to the Association, other Centres and Local Council

### **Desirable Attributes:**

- Organised
- Able to think clearly and positively
- Able to communicate effectively
- Able to maintain confidentiality on relevant matters
- Able to manage and supervise others (in relation to secretarial duties)
- Able to organise and delegate tasks
- Familiar with the Centre rules and constitution

**Specific duties include but are not limited to:**

- Maintain records of the Committee and ensure effective management of Centre records
- Manage minutes of Committee meetings, including recording the minutes and ensuring minutes are distributed to members shortly after each meeting
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Ensuring that accurate and sufficient documentation exists to meet legal requirements
- Assisting the President in the organisation of Committee and other meetings.
- Ensuring that all Association dates/closing dates are met and reporting any accidents or injuries.
- Enable and authorise people to help with the Committee's business.
- Ensure that official records are maintained of Members and Committee
- Ensure that records are available when required including founding documents, lists of Committee members, Committee meeting minutes, financial reports, and other official records
- Provide an up-to-date copy of the constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Centre meetings as specified in the bylaws
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Members and other relevant stakeholders
- Receive and file relevant police check records or working with children documentation.
- Be a signatory on Centre account
- Fulfill the role of Public Officer

## TREASURER

The role of the Treasurer is to be responsible for the financial supervision of the Centre to allow the Committee to provide good governance. The Treasurer is responsible for regular reports on the Centre's financial status to the Committee.

### **Desirable Attributes:**

- Good organisational skills
- Has some financial expertise
- Ability to maintain accurate records
- Honest/Trustworthy
- Computer skills
- Good communication skills
- Familiar with the Centre rules and constitution

### **Specific duties include but are not limited to:**

- Provide advice to the Committee in their management of the Centre finances
- Administer all financial affairs of the Centre
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Publish, on a regular basis, a summary of the accounting activity, including the bank balance.
- Assisting the Registrar with the receipt of all registration moneys and remittance of all fees due to the Association or other Centres or bodies.
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Keep accurate record of all membership payments
- Be a signatory on Centre account
- In accordance with the SALAA Constitution, forward audited financial statement to SALAA following the Centre AGM

## **REGISTRAR**

The role of the Registrar is to supervise and be responsible for the proper registration of all Players within the centre. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details.

### **Desirable Attributes:**

- Good planning and organisation skills
- Ability to communicate with a wide range of people
- Computer skills
- Familiar with the Centre rules and constitution

### **Specific duties include but are not limited to:**

- Informing the Association at the start of each season of the upcoming fees for input into the system.
- The issue of a registration number to each athlete and entering this onto the system
- Creating and distributing membership packs which include; but are not limited to; number patch with athlete name written on it, age badge patch, member handbook, information from the association and sponsorship items
- Maintaining records of any changes that may occur during the year, including transfers, change of address, loss of registration number etc.
- Maintaining a register of all current and prior Athletes.
- Register is to include:-
  - All name, age and addresses. Parent details and pertinent medical and other details that are deemed to be required by either the Committee or the Association.
  - Number of years of continuous registration for each Athlete for Centre records.
  - The age group into which the Athlete has been placed for the current season.

## **OFFICER FOR COACHING & EDUCATION**

The role of the Officer for Coaching and Education is to manage the Centre's coaching program and promote the value of coaching within the Centre.

### **Desirable Attributes:**

- Appropriate coaching qualifications
- An understanding of coaching levels and available training
- Good planning, time management and organisation skills
- Ability to communicate with a wide range of people
- Familiar with the Centre rules and constitution
- Understanding of event rules and regulations

**Specific duties include but are not limited to:**

- The establishment and conduct of regular coaching sessions for all Athletes
- Communicating any training schedules and/or coaching issues to the Committee
- Promoting Association sponsored clinics to assist in the development of the skills of the Coaches and members of the Centre.
- The promotion of specialised coaching clinics to assist in the development of the Athletes.
- Ensuring adequate representation by the Centre at Association coaching courses.
- Ensure Coaches register is up-dated and Membership Fees and Form are completed and returned to the Coaches Centre as required prior to the start of each Season.
- Undertaking or organising another coach to take on the duties of Relay Coordinator.
- Resolve queries, disputes or questions by coaches, parents or other interested parties regarding the team selection for track and field relay teams.

## **RECORDER**

The role of the Recorder is to ensure that all Athletes' results are correctly maintained and to provide reports to the Committee and Association as required.

**Desirable Attributes:**

- Good organisation skill
- Computer skills
- Ability to maintain accurate records
- Familiar with the Centre rules and constitution

**Specific duties include but are not limited to:**

- The correct entry of the results sheets of each meet.
- The collating, publication and distribution for each event attempted by each Athlete on each meet.

- The publication and distribution of weekly results summaries for publication.
- The formulation and application of adequate procedures to ensure the accuracy and veracity of all results recorded.
- The maintenance and publication of all Centre and age records/best performances.
- The publication and distribution to the Committee of any reports required
- The collation and recording of age group records and information necessary to determine centre awards and trophies.
- Prepare prior to meet - all age group folders, including any Athlete who has special medical needs.

## **OFFICER FOR TRACK & FIELD**

The role of the Officer for Track and Field is to plan the events for each meet in consultation with the Committee.

### **Desirable Attributes:**

- Good organisation
- Good communication skills
- Understanding of event rules and regulations
- Familiar with the Centre rules and constitution
- Good time management skills

### **Specific duties include but are not limited to:**

- The establishment of the events to be held on each meet and order in which the events are to be held. These are to be contained within an event programme which is to be published and distributed to all Officials prior to or on the first meet of the season and whenever a permanent amendment to the programme is made.
- In the case of inclement weather or other conditions, the decision as to whether the meet will be held, events cancelled or replaced or run in a different sequence in consultation with present Committee Members
- The co-ordination of all events at meets.
- Liaising with the Grounds, Technical and Equipment Officer to ensure adequate equipment is available at the location for the events being held.

## **GROUNDS, TECHNICAL & EQUIPMENT OFFICER**

The role of the Grounds, Technical & Equipment Officer is to ensure the grounds and equipment are well maintained.



**Desirable Attributes:**

- Good organisation
- Good communication skills
- Understanding of event rules and regulations
- Familiar with the Centre rules and constitution
- Good time management skills

**Specific duties include but are not limited to:**

- Ensuring the field is adequately marked for each meet.
- Monitoring the condition of the grounds, the approaches and surrounds of the long/triple jump pits and shot and discus areas and arrange for maintenance when necessary.
- Maintaining the marking equipment.
- Liaising with the Officer for Track & Field
- Liaising with Council in regard to the use and maintenance of the grounds.
- Conducting a regular stock take of all Centre equipment and accounting for any equipment on loan.
- Maintaining the equipment in safe and good working order. This may entail organising a working bee from time to time.
- Purchasing any authorised equipment.
- Allowing access to the equipment for any use authorised by the Committee.
- Contacting the Association regarding changes to technical and ground requirements.

**FIRST AID OFFICER**

The role of the First Aid officer is to maintain all first aid supplies, administer first aid as require and maintain accurate records of all first aid provided.

**Desirable Attributes:**

- First aid qualification
- Good communicator
- Familiar with the Centre rules and constitution

**Specific duties include but are not limited to:**

- Keeping an up-to-date First Aid Kit, including ice.
- Providing general First Aid to all Athletes.
- Keeping an accurate record of all injuries.

## **SPONSORSHIP/FUND-RAISING OFFICER**

The role of the sponsorship/fundraising officer is to actively seek sponsorship for the centre and to organise any fundraising events in consultation with the committee.

### **Desirable Attributes:**

- Good organisation
- Good communication skills
- Good time management skills

### **Specific duties include but are not limited to:**

- The conduct of any raffle or other fundraising activity.
- The prospecting for and acquisition of pledges, gifts and grants of funds to the Centre.
- The provision of hospitality to any visitor or guests of the Centres and at any official function.
- The booking of any venue which the Committee resolves is required for the purpose of the operation of the Centre.
- The formulation and organisation of any social events in consultation with the committee

## **CANTEEN OFFICER**

The role of the canteen officer is to operate the canteen in conjunction with the committee.

### **Desirable Attributes:**

- Good organization
- Good communication skills
- Good time management skills
- Good budgeting skills
- Knowledge of food safety regulations

### **Specific duties include but are not limited to:**

- The provision and operation of the canteen on every Centre running day.
- The adequate staffing of the canteen.
- The accounting of all provisions purchased, sold and held by the canteen.

- The remittance to the Treasurer of all moneys collected from the operation of the canteen

## **Review**

This policy will be reviewed annually by the Committee.

Policy developed: Sep 2015

Policy reviewed with no changes Sep 2016, Sep 2017, Sep 2018

Policy reviewed with changes: Sep 2019

Policy reviewed no changes Feb 2020, Jun 2021, Aug 2022

Date for next review: Jun 2023