

Executive Committee Position Descriptions

President

- Preside as chair at all committee and general meetings when present
- Oversee grievance and disciplinary matters
- Ensure Constitution and Centre Policies are being followed.

Vice-President

- Attend committee meetings and fill-in for President when required.

Secretary

- Attend committee meetings, take and distribute minutes.
- Submit paperwork to LANSW as required.
- Liaise with Council regarding Ground Hire and maintenance.
- Respond or take action to emails received.
- Assist President in setting Agenda for meetings.

Registrar

- Attend committee meetings monthly.
- Administer the Sports TG Registration database
- Process registrations
- Keep records of Working With Children checks.

Centre Manager

- Attend committee meetings monthly
- Facilitates and manages track and field events at general competition
- Ensures correct scheduling of events and set up of field

Treasurer

- Attend committee meetings monthly.
- Ensure all money due to the centre is collected and received and all payments are made
- Keep books and accounts showing financial affairs of the centre
- Provide the committee with bank balances and profit and loss statement each month

General Committee Position Descriptions

Equipment Officer

- Purchase and maintain equipment
- Ensure field and line markings are accurate
- Oversee set up and pack up of equipment for competition

Timing and Results Officer

- Coordinating set up and pack up of timing equipment
- Upload of track event results
- Set up and maintain Results HQ database
- Maintenance of timing equipment – changing of batteries, upgrade of equipment and software
- Processing of point score and event championship results for end of season trophies
- Print weekly recording sheets for age managers

Canteen Manager

- Purchase and preparation of food and drink items
- Oversee the running of canteen and coordinate canteen parent helpers on competition night

First Aid Officer

- Manage first aid roster of parent helpers
- Organise first aid training for committee, age managers and interested parents. Ensure this training is current and updated
- Purchase and maintain first aid supplies
- Stock take of first aid supplies at season end
- Maintenance and pack up of defibrillator

Championship Officer

- Oversee entries to external carnivals such as Zone, Region, State Carnivals, Gala Days and Multi Events
- Management of team 'march past' at Zone Carnival
- Organisation of parent and official rosters for external carnivals
- Organisation of equipment and supplies needed for external carnivals
- Oversee Team Manager role for external carnivals

Training Coordinator

- Work with committee and coaches to develop and oversee a training schedule
- Ensure only eligible athletes are attending training and are supervised by a parent/carer e.g. correct age group for training session, registered athlete of the club
- Attend training to oversee training times, sign off on coach attendance for invoicing, liaise with coaching staff, unlock/lock gate and toilets, turn lights on/off when needed

Uniform Officer

- Ordering, packing and inventory of uniform items
- Stock take of uniform items at season end
- Uniform sales at pick up days and competition nights

Volunteer Coordinator

- Assist parent volunteers during Friday night competition.
- Record/Collate Volunteer duties for Duty Bond refunds

General Committee Positions

- Assisting committee members with specific tasks when required