



Helensvale Little Athletics Committee Position Descriptions

Executive committee is made up of Centre Manager, Treasurer and Secretary and without these, we cannot operate.

Centre Manager

- Represent the club at meetings and functions
- Act as the initial contact for the club
- Establish and maintain relationships with other club in the region
- Mitigate issues as they arise
- Chair all committee meetings and general meetings
- As part of the management committee you are required to attend all meetings or provide secretary with an apology and monthly report
- Provide report for monthly committee meetings

Assistant Centre Manager

- Assist the centre manager with their duties as described above.
- Fill in when centre manager cannot.

Secretary

- Liaise with external bodies of interest
- Documenting and sending outgoing correspondence on behalf of the club
- Collection of mail from the clubs PO BOX (PO BOX 214, Helensvale, QLD, 4212)
- Record all incoming and outgoing mail and report at monthly committee meetings
- Document minute from committee meetings
- Distribution of previous minutes prior to each committee and general meeting
- Email all committee requesting agenda items for upcoming meeting
- Arrange for minutes and meeting reports to be forwarded to LAQ within 14 days of each meeting
- As part of the management committee you are required to attend all meetings or email with an apology and arrange another executive to minute meeting
- When required by centre manager represent the centre at any function or meeting.

Assistant Secretary / PR Officer

- Organise the advertising of sign on dates through local newspapers, letterbox flyers, school newsletters, notice boards, online advertising on website, google, etc
- Monitor the Facebook page and parents group and add news of events and announcements of the club.
- Attend monthly committee meetings and send an apology if you cannot make it.
- Fill in for the secretary at committee meetings if secretary cannot make it.

Treasurer

- Receipt and payment of all centre funds, transactions and account
- Maintain centre financial records
- Deposit all received centre funds including registration fees, carnival payments, raffle money, nomination money, uniform sales
- Provide a report of centre's financial position at monthly committee meetings
- As part of management committee you are required to attend all meetings or email secretary with apology and report
- Arrange the audit of financial records prior to AGM

Registrar

- Preparation of registration numbers, age labels and registration forms prior to the season start
- Record registration details in central program
- Distribute registration numbers and age labels
- Report number of athletes (new and re-registering) and families
- Requests for additional stationery from LAQ
- ensure that registrations are submitted to LAQ within two weeks, together with the appropriate fee
- Return registration numbers, age labels and registration reconciliation form to LAQ at the end of the season
- As part of the management committee you are required to attend all meetings or email secretary with an apology
- Provide report for monthly committee meetings

Recording Officer

- Prepare event folders prior to each Friday night
- Record and retain records of athlete's performances at all competitions including Friday nights, carnivals, etc
- Record any centre records

Programme Officer

- Prepare a rotational program for normal centre competitions ensuring as much as possible that an equal number of events are conducted for each age group and no particular type of event is neglected or favoured.

Carnival Officer

- Required to post calendar stating centre, regional and state events
- Print and post in advance of upcoming carnival to let athletes know
- Let athletes know each Friday night competition of any upcoming carnivals over the microphone or inform centre manager to announce

Equipment Officer

- Check and report on the state of all equipment including athletics equipment, starter guns, communication devices, etc
- Request the upgrade, repair or write-off of equipment at committee meetings
- Ensure the protection of equipment during wet weather eg covering of high jump mats, etc
- Conduct a stocktake of all equipment at the end of the season and provide to the treasurer for the financial audit
- As a part of the management committee you are required to attend all meetings or email secretary with an apology
- Provide monthly report for committee meetings

Grants Officer

- Work with the committee to apply for any available and relevant grants
- Provide a report at monthly committee meetings
- As part of the management committee you are required to attend all meetings or email secretary with an apology

Uniform Officer

- Arrange, purchase and manage uniform stock AFTER committee has accepted such order at monthly committee meeting
- Record and receipt the sale of all uniforms bought
- Provide receipt book and takings to Treasurer each week
- Conduct a stock take of all uniform stock held at the end of the season and provide to Treasurer prior to financial audit
- As part of management committee, you are required to attend all meetings or email Secretary with apology
- Provide report for monthly committee meeting

Canteen Convenor

- Arrange, purchase and manage the canteen stock
- Count Canteen funds with another committee member, record in book and give to treasurer or secretary for banking
- Keep the canteen area and equipment clean and tidy at all times
- Prepare the canteen supplies prior to each event (e.g. Friday nights, carnivals etc)
- Maintain financial records for canteen (petty cash and stock ordered)
- Report canteen menu changes at committee meetings for approval
- Conduct a stock take of all canteen stock held at the end of the season and provide to Treasurer prior to financial audit
- Provide financial records to Treasurer for audit
- As part of management committee, you are required to attend all meetings or email Secretary with apology
- Provide report for monthly committee meeting

Blue Card Officer

- Accept and send in any application forms
- Verify identification documents
- Ensure volunteers Blue Cards are current and valid

Head Coach

- Develop a monthly coaching schedule to reflect upcoming events, such as Friday night competitions and baton exchanges for relays
- Develop a roster of coaches to attend each training session
- Seek out athlete's parents that are interested in coaching
- Organise the participation at Level 0 coaching courses

Assistant Coach

- Assist Head Coach with any training
- Fill in when Head Coach cannot make date

First Aid Officers

- A First Aid Officer should be on duty at all Friday night competitions, however, it is best to only assign this role to existing committee members who hold a current first aid certificate.
- For those interested in becoming a First Aid Officer but do not have a current certificate, Helensvale Little Athletics will pay for the course to be done.
- The First Aid Officer on duty is required to be the first point of call in the event of an injury or illness by any person at Helensvale Little Athletics
- ALL incidents of injury (including bites and stings) or illness attended to by the First Aid Officer must be recorded and retained indefinitely
- When recording incidents, the incident report form MUST be filled out.
- The First Aid Officer is responsible in ensuring the First Aid kit is current and not out of date. This should be checked before start of season and then at least monthly.

Fundraising Officer

- Identify and organise other means for raising funds for the club (e.g. sausage sizzles, chocolate drives, etc)
- Organise any raffles to be held on some Friday night throughout the season, including obtaining prizes and sale of tickets
- Counting of monies collected with another committee member and record monies spent for prize (or if donated, from whom)
- As part of management committee, you are required to attend all meetings or email Secretary with apology
- Provide report for monthly committee meeting

Athlete Mentor / Junior Coach

- Come along to training sessions and/or competition nights, carnivals, regionals, states events, where possible.
- Support and encourage Helensvale athletes where possible

General Committee

- Assist with the running of events at all Friday nights
- Attend monthly committee meetings or submit an apology when unable
- Assist with the set up and pack up of athletics equipment on Friday nights
- Assist at events run by the club including carnivals, break-ups, fundraisers and regional carnivals
- Assist, if possible, at regional carnivals in the setup and pack up of Helensvale area, organising athletes to their events if working as a team manager, helping at events where Helensvale is responsible for running, i.e. long jump.
- Assist at working bees and any other activities that require the whole team to work
- Report any problems to secretary
- Cleaning of the club office, sheds and grounds each Friday night including litter control etc.