



Centre Committee Roles

The role of a committee member is twofold. Firstly, they participate in the committee as one member of a decision-making body, which operates through a system of meetings. In particular, all members of the committee, not just the vocal ones, should be made to feel that they are part of the decision-making process.

Secondly, the committee member often has specific responsibilities which may relate to the work of the committee but are implemented outside it (e.g. publicity officer, age manager coordinator etc).

Where possible, members with specific talents or backgrounds should be sought and encouraged to accept relevant positions.

The minimum acceptable committee would be comprised of five adults as follows:

President

- Ensure that all members of the Executive keep themselves informed of all Centre matters under their control or relevant to their area of responsibility.
- Perform such duties as may be required from time to time by the Centre.
- Represent 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.
- Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- In conjunction with the Secretary and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Vice President

- Assist the Executive Committee Members in the discharge of their duties.
- Endorse correspondence, cheques, financial reports and other documentation as appropriate.

Secretary

- Take detailed minutes of the business from all Committee and General Meetings and distribute copies to all Committee Members.
- Record all disclosures of interests in the minutes as required
- Compile all agendas for meetings with the assistance from the Executive.
- Assist all members of the Committee where required.
- Keep on file, all material that may assist the organisation of Little Athletics and the general management and operation of the Centre.

- Forward notices of Committee meetings
- Forward notices of General meetings
- Keep on file, all significant correspondence received, and a copy of all significant correspondence forwarded on behalf of the Centre by each member of the Executive.
- Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- Receive and respond to general enquiries from members of the Centre, the general public and LANSW in relation to the operation of the Centre and delegate any such queries to the appropriate member of the Committee for further responses where appropriate.
- In conjunction with the President and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- Act on behalf of the Centre as reasonably directed by the Executive.
- Coordinate the preparation of the Annual Report.
- Submit a written report to for inclusion in the Annual Report of the Centre.

Treasurer

- Keep a detailed ledger of all receipts and payments transacted for the Centre.
- Draft an annual budget for the Centre for consideration by the Committee.
- Issue receipts for all monies received, this is to include internal income e.g. canteen, fundraising etc.
- Present at each Committee meeting, a full summary of receipts and expenses, the bank balance, and anticipated expenses for review and ratification by the Committee.
- Present to each meeting of the Committee, accounts received by the Centre since the previous meeting to be passed for payment.
- Pay on invoice only (unless otherwise approved by the Committee), all accounts passed by the Committee for payment.
- Arrange for the President, Secretary and Treasurer or other Committee member as approved by the Committee to act as signatories, with any two to sign on all Centre cheques.
- Collect all competition and miscellaneous fees owing to the Centre and arrange for banking as soon as reasonably possible after receipt.
- Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by the Centre.
- Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the preceding twelve (12) months.
- At the completion of each financial year arrange for the financial statements to be audited if required under the Associations Incorporation Act 2009 or independently reviewed
- In conjunction with the President and Secretary, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- Investigate and review all insurance policies required for the Centre and equipment.
- Establish an account or accounts with a suitable Bank or Financial Institution.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Registrar

- Coordinate the conduct of registration day or days of the Centre in conjunction with other Committee members.
- Obtain and make available to persons, by internet, or otherwise, registration procedures in accordance with LANSW rules.
- Receive each correctly completed online registration, accompanied by the fee and proof of age of all new members.
- Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
- Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LANSW or the Centre.
- Ensure an updated register list is made available to the Officer for Results/Records.
- Respond to enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW in general.
- Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Championships Officer

- Direct, plan and organise the fixtures, programs and timetables for all championship events conducted by the Centre.
- Advertise all programs and timetables for special events and gala days.
- Collate the entries for championships and events in which members participate, including the preparation of entry forms and program printing.
- Select athletes to represent the Centre at carnivals where a selection criteria is required.
- Encourage athletes to correctly nominate in their events, to participate in LANSW or other Centres' events by the closing date.
- Use reasonable efforts to ensure that athletes report to the call room or the event (as applicable) for their events on time at LANSW Carnivals.
- Represent the Centre as Team Manager at all LANSW Carnivals or by delegation to a member.
- Where the Centre provides awards at the end of, or during the year, together with the Officer for Results/Records, assist in the collation of results to facilitate the giving of those awards.
- In conjunction with the Committee arrange the purchase of trophies and awards for any presentation day, or by delegation to a member.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Recorder

- Record all athlete performances at Centre carnivals in a suitably prepared set of books or computer program.
- Compile and maintain weekly result summaries.

- Where the Centre maintains records, compile and maintain records of each event for which the Centre holds records.
- Assist the Officer for Championships to select athletes to represent the Centre at carnivals where a selection criteria is required.
- Where the Centre provides awards at the end of or during the year, together with the Officer for Championships, assist in the collation of results to facilitate the giving of those awards.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Equipment Officer

- Be responsible for the distribution and collection of all equipment at all competitions at the ground conducted by the Centre or on the Centre's behalf.
- Recommend the purchase and or repair of all equipment.
- Ensure all equipment is maintained in an organised manner and in safe and good working order.
- Ensure all equipment meets the all technical requirements.
- Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
- Provide details of equipment to the Treasurer for insurance purposes.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Grounds Team

- Plan and implement the layout of the track and field for all competition.
- Ensure the field is adequately marked.
- Monitor the condition of the grounds and liaise with the ground's owner regarding maintenance of the grounds in a safe condition.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Canteen Manager

- Plan and implement the management of all activities in catering whenever competition is held at the Centre.
- Be responsible for all ordering of the canteen stock, with financial arrangements as decided by the Executive Committee Members.
- Arrange for a cash float to be available for the weekly running of the canteen.
- Arrange for suitable help and replacement in the absence of the Officer for Canteen.
- Count proceeds after each competition and receive a receipt from the Treasurer.
- Provide receipts from the ordering of stock to the Treasurer.
- Keep a clear record of all orders and takings.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Publicity Officer

- Plan and implement local media coverage of the Centre's activities and arrange media coverage through local business displays.
- Prepare and distribute a newsletter regularly to all members.

- Keep sponsors informed of the Centre's activities.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Promotions/ Fundraising Officer

- Plan and implement the raising of finance when required.
- Organise and finalise the collection of all monies of the Centres' fundraising activities.
- Count proceeds after each competition and receive a receipt from the Treasurer.
- Keep an accurate record of all sponsors and fundraising activities.
- Liaise with all the Centre sponsors and prepare letters and proposals for the request of sponsorship.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Uniform Officer

- Purchase, store and sell the Centre uniforms.
- Account to the Treasurer prior to the purchase of and following the sale of uniforms.
- Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by the Committee.
- Arrange for the design and purchase of apparel for special carnivals.
- Conduct a regular stock-take of all Centre uniforms and keep an up-to-date inventory.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Health & Safety Officer

- The Officer for Health and Safety must have an accredited certificate in first aid or above
- Maintain a first aid kit adequate to treat first aid for injuries at the Centre.
- Be on call at the Centre competition meetings, or delegate such attendance to a suitably qualified person, to attend to any injuries or illness sustained by athletes, officials or spectators.
- List any injuries in the First Aid Register and forward this list to LANSW at the end of the summer season.
- Notify the parent or guardian of any injured athlete immediately.
- Advise the Committee as soon as reasonably practicable of any serious injury that may occur
- Complete venue risk inspections and assessments prior to each competition conducted by the Centre.
- Ensure compliance with all LANSW risk management policies.
- In conjunction with the Officer for Track and Field determine whether events will be cancelled, replaced or run in a different sequence in the event of inclement or exceptionally hot or unusual conditions.
- Assist with annual risk assessment
- Provide advice to members and committee regarding Covid19 restrictions and LANSW policies
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Webmaster

- Maintain the Centre's website to ensure all information on the site is accurate and add new information as advised by any authorised member of the Committee.
- Maintain the Centre's social media sites/channels to ensure all posts are accurate and appropriate and add new information as advised by any authorised member of the Committee.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

Roster Officer

- Creating parent duty rosters for competitions

General Committee

- Assisting at Friday night competitions/school carnivals with any tasks required