

BELCONNEN LITTLE ATHLETICS CENTRE
ROLE DESCRIPTIONS FOR COMMITTEE MEMBERS

The Centre's Constitution mandates the following positions as forming the Committee:

- President;
- Secretary;
- Treasurer;
- Registrar; and
- Recorder

and up to seven other adults. Following are the current duties of the various Committee positions:

PRESIDENT

- After Centre AGM, change signatures on bank accounts if necessary.
- Lodge new committee list with ACTLAA.
- Attend the ACTLAA AGM and Conference.
 - This is not mandatory, but highly desirable to get a feel for the issues facing Little Athletics in the ACT, to set up links with other Centres and to gather any information of benefit to our Centre. ACTLAA AGM usually occurs in June.
 - Ensure that BLAC has representation on ACTLAA Board of Management or Committee positions.
- Attend ACTLAA Committee meetings.
- Convene, set agenda and chair BLAC committee meetings in accordance with the Constitution, ensure all members have fair hearing.
- Book Cook Oval for the season and liaise with ACT Administration re hire of Cook Oval and any problems with its condition.
- Organise governance requirements directed by ACTLAA
- Organise Carnival Committee when BLAC is Carnival Manager for ACTLAA Carnivals
- Coordinate overall operation of the Centre and ensure that all roles are performed in a manner suitable to enable the smooth running of Centre meets, facilitate changes as required in accordance with the constitution

SECRETARY

- Committee meetings
 - Book meeting room at Canberra Southern Cross Club Jamison.
 - Take minutes of Committee meetings.
 - Maintain register of ingoing/outgoing correspondence.
 - Distribute minutes of previous meeting about 1 week before next meeting.
- Mailbox
 - BLAC maintains a post office box at Jamison Centre.
 - Update Mail Collection authority after AGM.
 - Check mailbox regularly.
- Information
 - Prepare information emails to club families about upcoming events, news, or anything else of interest.
 - Reply to general questions from public or centre families.
 - Prepare Handbook for upcoming season and arrange printing.
 - Prepare athlete lists for ACTLAA Carnivals and provide to Recorder to prepare Team Manager file. (Note. This could be negotiated between Officer of Officials, Recorders and Secretary)
 - Organise Club representatives to undertake Raffle Duty at Canberra Southern Cross Club Jamison as required.

TREASURER

- Pay accounts and reimburse committee members for expenditure
- Prepare an up-to-date financial statement for each committee meeting
- Arrange for audited reports to be sent to ACTLAA.
- Historically, the Treasurer has also performed the role of Public Officer as required by the ACT Office of Regulatory Services

REGISTRAR

- Prepare all materials for registration days, including notifications to local schools.
- With Secretary, ensure that Canberra Southern Cross Club Jamison is booked for registration sessions.
- Arrange purchase of uniform stocks.
- Liaise with ACTLAA and IMG about registration processes.
- Collect registration pack contents and registration numbers from ACTLAA.
- Send in returns of registrations to ACTLAA as required.

RECORDERS

- Record weekly performances for each athlete.
- Provide specified lists of athletes' performances as required.
- Prepare athlete lists for entry to ACTLAA carnivals
 - This is currently done through the Team Manager program.

VICE PRESIDENT

- Assist President manage the Centre as necessary.
- Fulfil President's role in their absence.
- Often this role is occupied by an outgoing President, or someone interested in moving into the President role in coming years.

COACHING DIRECTOR

- Organise coaching to be offered at each session.
- Undertake, or oversee, coaching at coaching sessions.
- Encourage parents to gain coaching qualifications.

OFFICER FOR OFFICIALS

- Prepare roster of parents for marshalling duties at weekly meets.
- Encourage parents to complete Officials Certification.
- Organise Parent Roster for ACTLAA Carnivals.
 - Parents of all athletes competing in these carnivals are required to undertake official's duty.
 - Attend ACTLAA Carnivals to manage athletes and parents.
- Deliver Level D Officials Test to Centre parents.
 - Maintain register of qualified officials.

EQUIPMENT OFFICERS

- Purchase any new equipment as required
- Organise the repair of any damaged equipment
- Check batteries in stop-watches before the start of the season
- Oversee the distribution of equipment around events each Saturday morning.
- In consultation with the Coaching Director, organise equipment requirements for coaching sessions.
- Arrange transport of Centre equipment to ACTLAA carnivals when required.

CANTEEN MANAGER

- Maintain supplies of canteen goods.
- Organise extra supplies for Centre Championship days and AGM.

ON-TRACK COORDINATOR

- Organise "On-track" activities and facilitator for U6 group .
- Undertake, or oversee, on-track activities at Centre meets for first half of season.
- Encourage parent participation.

WEB MANAGER

- Develop and maintain BLAC website.
- Develop BLAC's use of emerging technologies for communicating with families.
- Update weekly event results.