

Duties of Members of The Executive Council

(a) PRESIDENT

The President shall:

- (i) Preside at each meeting of The Executive and any other meetings organised by The Centre.
- (ii) Ensure that all members of The Executive keep him/her informed of all Centre matters under their control.
- (iii) Perform such duties as may be required from time to time by The Centre.
- (iv) In the case of a tied decision, shall have the casting vote.
- (v) 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.
- (vi) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(b) VICE PRESIDENT

The Vice President shall perform all duties of the President in the absence of the President or as directed by the President.

(c) SECRETARY

The Secretary shall:

- (i) Take detailed minutes of the business from all Executive Council and Centre meetings and distribute copies to all Executive Council members.
- (ii) Compile all agenda for meetings with the assistance from The Executive.
- (iii) Assist all members of The Executive where required.
- (iv) Keep on file, all material that may assist the organisation of Little Athletics.
- (v) Forward notices of Executive Council meetings to members at least seven (7) days prior to the date of the meeting.
- (vi) Keep on file, all correspondence received and a copy of all correspondence forwarded on behalf of The Centre by each member of The Executive.
- (vii) Act on behalf of The Centre as directed by The Executive.
- (viii) Prepare the Annual Report of The Centre.

(d) TREASURER

The Treasurer shall:

- (i) Keep a detailed ledger of all receipts and payments transacted for The Centre.
- (ii) Issue receipts for all monies received.

- (iii) Present at each meeting of The Executive, a full summary of receipts and expenses, as well as the bank balance, for ratification by The Executive.
  - (iv) Present to each meeting of The Executive, accounts received by The Centre since the previous meeting to be passed for payment.
  - (v) Pay on invoice only, all accounts passed by The Executive for payment, such payments to be made by cheque only.
  - (vi) Arrange for the President, Vice President, Secretary and Treasurer to act as signatories, with any two to sign on all Centre cheques, (except where two may be members of the same household). Other members of The Executive may be made signatories at the approval of The Executive.
  - (vii) Collect all competition and miscellaneous fees owing to The Centre and arrange for banking within forty-eight (48) hours of receipt.
  - (viii) Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by The Centre.
  - (ix) Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the twelve (12) months.
  - (x) Investigate all insurance policies required for The Centre and equipment.
  - (xi) Establish an account or accounts with a suitable Bank or Financial Institution.
  - (xii) At the completion of The Centre's financial year, arrange for an independent audit of accounts.
  - (xiii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.
- (e) REGISTRAR
- The Registrar shall:
- (i) Obtain and distribute to persons, registration forms for completion in accordance with the LAANSW rules.
  - (ii) Receive each correctly completed registration form, accompanied by the fee set down by The Executive and proof of age of all new members.
  - (iii) Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
  - (iv) Forward all registrations, together with appropriate fees, to the Little Athletics Association of New South Wales Inc, within ONE MONTH after receiving the registration.
  - (v) 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 LAANSW or The Centre.
  - (vi) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(f) OFFICIALS AND AGE MANAGER CO-ORDINATOR

The Co-ordinator shall:

- (i) Recruit and organise officials for the safe and efficient conduct of Centre meetings.
- (ii) Organise officials for participation in instruction, training and examinations.
- (iii) Organise officials for events conducted by LAANSW and other Centres, in which The Centre participates.
- (iv) Assist the new and returning Age Group Managers in their responsibilities.
- (v) Ensure the Age Group Managers are aware of and apply the rules of competition of the Association and The Centre.
- (vi) Conduct regular meetings of all Age Group Managers for the purpose of advising the managers of any Committee decisions taken, changes to program, Association directives and information and other matters affecting the operation of The Centre and its members.
- (vii) Discuss any comments and ideas aimed at improving The Centre with the Age Group Managers and conveying those suggestions and discussions to the President for consideration and presentation to The Executive if warranted.
- (viii) Upon request attend meetings of The Executive;
- (ix) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(g) CHAMPIONSHIPS AND PROGRAM OFFICER

The officer shall:

- (i) Direct, plan and organise all competition and championship events for The Centre.
- (ii) Prepare competition programs and timetables and submit it to The Executive for approval.
- (iii) Organise all aspects of Centre Championships and Special Events.
- (iv) Complete and submit any entry forms for athletes to participate in LAANSW or other Centres' events.
- (v) Represent The Centre at Zone, Regional and State Championships and is the only person who is able to lodge protests on behalf of the competitor from The Centre;
- (vi) Ensure that all athletes are correctly nominated in their events and that the nominations are lodged by the closing date;
- (vii) Ensure that all athletes report to the marshalling area for their events on time at Association carnivals.
- (viii) Upon request attend meetings of The Executive;
- (ix) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(h) RECORDS AND RANKING OFFICER

The officer shall:

- (i) Record all athlete performances in a suitably prepared set of books or computer program.
- (ii) Compile and distribute weekly result summaries and rankings.
- (iii) Maintain and publish all Centre records/best performances.
- (iv) Assist with selection of athletes for Centre representation.
- (v) Organise the ranking of all athletes for competition.
- (vi) Liaise with the Publicity Officer and Website Co-ordinator to ensure that the press receive relevant results from competition meetings of The Centre.
- (vii) Upon request attend meetings of The Executive;
- (viii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

Duties of Appointed Officers of the Centre

(i) ASSISTANT TO THE OFFICIALS AND AGE MANAGER CO-ORDINATOR

The assistant to the co-ordinator shall provide a support function to the co-ordinator, as required.

(j) PUBLICITY OFFICER

The Co-ordinator shall plan and implement:

- (i) Compilation and maintenance of publicity material to local media sources.
- (ii) Prepare and distribute a Centre newsletter to all Centre members.
- (iii) Advertise the activities of The Centre throughout the local community.
- (iv) Organise promotional activities for The Centre.
- (v) Keep sponsors informed.
- (vi) Liaise with the Records and Ranking Co-ordinator to ensure that the press receive relevant results from competition meetings of The Centre.
- (vii) Upon request attend meetings of The Executive;
- (viii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(k) WEBSITE CO-ORDINATOR

The co-ordinator shall:

- (i) Design, implement and manage The Centre's website;
- (ii) In collaboration with the Records & Ranking officer, publish results, records and personal bests from weekly Centre competitions on the website;
- (iii) Publish relevant results from championship events conducted outside The Centre;

- (iv) Provide a vehicle for promulgating news, coming events and information of a general nature in relation to The Centre;
- (v) Upon request attend meetings of The Executive;
- (vi) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(l) TECHNICAL AND EQUIPMENT OFFICER

The officer shall:

- (i) Determine the layout of the track and field for all competition held at The Centre.
- (ii) Recommend the purchase and or repair of all equipment.
- (iii) Ensure all equipment is maintained in safe and good working order.
- (iv) Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
- (v) Provide details of equipment to the Treasurer for insurance purposes.
- (vi) Upon request attend meetings of The Executive;
- (vii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(m) TRACK OFFICER

The officer shall be responsible for the organisation and conduct of The Centre's weekly Track competition program and liaison with the representative from the local Council regarding track condition and requirements. Liaise with the Championship and Program officer as to the condition of the areas of competition.

(n) FIELD OFFICER

The officer shall be responsible for the organisation and conduct of The Centre's weekly Field competition program and liaison with the representative from the local Council regarding track condition and requirements. Liaise with the Championship and Program officer as to the condition of the areas of competition.

(o) COACHING OFFICER

The officer shall:

- (i) Plan and implement coaching seminars for the education of coaches and athletes;
- (ii) Co-ordinate a panel of coaches to organize coaching sessions which will be available to all athletes of The Centre;
- (iii) Assist and advise with the selection of athletes for representative squads;
- (iv) Plan and implement coaching of Centre teams for representative carnivals;
- (v) Assist and advise in the purchase of educational material related to athletics for use by members of The Centre.
- (vi) Upon request attend meetings of The Executive;
- (vii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(p) CANTEEN OFFICER

The officer shall:

- (i) operate and manage The Centre's canteen facilities including purchasing, storage and sale of supplies, ensuring adequate staffing of the canteen and accounting to the Treasurer after each competition meeting of The Centre.
- (ii) Upon request attend meetings of The Executive;
- (iii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(q) SPECIAL AWARDS OFFICER

The officer shall:

- (i) distribute awards to the junior members, as set by The Executive;
- (ii) select and purchase all weekly and annual awards.
- (iii) Upon request attend meetings of The Executive;
- (iv) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(r) FIRST AID OFFICER

The officer:

- (i) must have an accredited certificate in first aid or above;
- (ii) must be on call at Centre competition meetings to attend to any injuries or illness sustained by the athletes or spectators;
- (iii) shall list any injuries in the First Aid record and forward this list to LAANSW at the end of the summer season;
- (iv) shall notify the parent or guardian of any injured athlete immediately.
- (v) Upon request attend meetings of The Executive;
- (vi) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(s) UNIFORMS OFFICER

The officer shall:

- (i) Purchase, store and sell Centre uniforms;
- (ii) Account to the Treasurer prior to the purchase of and following the sale of uniforms;
- (iii) Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by The Executive.
- (iv) Upon request attend meetings of The Executive;
- (v) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(t) SCHOOL LIAISON OFFICER

The officer shall:

- (i) Liaise with local primary and secondary schools to promote The Centre;
- (ii) Liaise with schools requiring the use of The Centre equipment for its use at school athletics carnivals and record equipment used by the school;
- (iii) Inform the school of their leasing arrangement with The Centre.
- (iv) Upon request attend meetings of The Executive;
- (v) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(u) SOCIAL ACTIVITIES OFFICER

The officer shall:

- (i) Arrange social activities and make recommendations to The Executive for approval.
- (ii) With the assistance of the Canteen Officer, Publicity Officer and Website Co-ordinator, formulate and organise any social event The Executive resolves to hold.
- (iii) Upon request attend meetings of The Executive;
- (iv) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(v) CROSS COUNTRY OFFICER

The officer shall:

- (i) The officer shall be responsible for the organization of The Centre's Cross Country activities including programming, event management and collation of results;
- (ii) Inform the Publicity Officer and Website Co-ordinator of weekly results;
- (iii) Organise athletes and teams for LAANSW State Cross Country and Road Walks Carnival each winter season.
- (iv) Upon request attend meetings of The Executive;
- (v) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.