

CORROBOREE COMMITTEE JOB DESCRIPTIONS

President

The President is responsible for providing leadership and direction to the Committee and ensuring that the Committee fulfils its responsibilities for the governance and success of the Club. He/she also works to optimise the relationship between the Committee, volunteers and other members, and to achieve the Club's agreed goals. The President is generally the spokesperson for the Club and should work to maintain key relationships within and outside of the Club.

Specific duties include but are not limited to:

- Chair Committee meetings, ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Act as the spokesman at each Club Meet to advise members and their parents of any relevant issues, upcoming events etc
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationships
- Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
- Work with the Committee to ensure:
 - the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 - relevant strategic plans and objectives are developed in order to achieve the goals of the Club
- Serve as a spokesperson for the Club when required, especially at the ACT Little Athletics Association (ACTLAA) level, including attending the Annual Conference and Association Meetings
- Communicate regularly and as required with the Presidents of the ACTLAA and other ACTLAA member Clubs
- Chair the Annual General Meeting and other General Meetings of the Club
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club
- Prepare President's report for the information booklet and yearbook
- Take responsibility for the development of the programs
- Liaise with ACT government with respect to ground bookings and maintenance issues
- Be the main point of contact for the Association.

Desirable Attributes:

The President should:

- have good leadership abilities, i.e.:
 - well organised
 - able to provide oversight
 - able to delegate effectively

- excellent stakeholder engagement
- be well informed of all Club activities and requirements as member organisation of the ACTLAA
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums
- be a competent public speaker.

Vice President

The Vice President is responsible for assisting the President to fulfil his/her responsibilities for the governance and success of the Club and to step into the President's roles where needed. This may mean chairing meetings at short notice. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the Club.

Specific duties include but are not limited to:

- In the event of the President being unable to fulfil his/her duties, to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Club at the Annual Conference and Association Meetings and other forums as agreed with the President
- Other duties as nominated by the President and/or Committee.

Desirable Attributes:

The Vice President should:

- be well informed of all Club activities and requirements as a member organisation of the ACTLAA and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker
- be able to raise concerns with the President where they arise.

Secretary

The Secretary is responsible for documentation and communication of the activities of the Committee. The Secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.

Specific duties include but are not limited to:

- Maintaining effective management of Club's records of the Committee using Dropbox
- Recording the Minutes of Committee meetings and ensuring Minutes are distributed to Committee members shortly after each meeting
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- Being sufficiently familiar with all current Club documents to note applicability during meetings
- Enable and authorise people to help with the Committee's business. This includes annual equipment stocktake and annual safety audit
- Ensure that the records of the Club are maintained as required by ACTLAA and the ACT government, and made available when required. These records may include the Constitution, strategic plan, affiliation form, annual report (AGM minutes), lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- Ensure that proper notification is given of Committee and Club meetings as specified in the Constitution
- Manage the general correspondence of the Committee except for such correspondence assigned to others, including Club emails
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Club members via email
- The Secretary may also be the nominated person to receive and file relevant Working with Vulnerable People documentation.

Desirable Attributes:

- Good organisational skills
- Good communication skills
- Computer skills
- Able to keep confidential matters confidential
- Dedicated Club person
- Able to maintain accurate records.

Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible for regularly reporting on the Club's financial status to both the Committee and the Club members.

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances

- Administer all financial affairs of the Club
- Maintain accurate records of all income and expenditure and prepare regular financial reports and present at Committee meetings
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Arrange and despatch invoices for periodical payment
- Maintenance of weekly cash tin, including provision of "float" for weekly meets
- Banking of takings from meets and other activities
- Reconciliation of cash and cheques received to bank statements
- Payment of invoices
- Collection of amounts owed and banking of all monies received
- Preparation of draft annual financial statements for AGM and arrangement of audit
- Circulation of audited financial statements to members
- Provision of annual financial statement and audit report to the Secretary for lodgement to ACTLAA and government
- Preparing grant applications and writing letters seeking funding
- Approaching potential sponsors.

Desirable Attributes:

- Good organisational skills
- Some financial expertise
- Able to maintain accurate records
- Dedicated Club person
- Honest/Trustworthy
- Good communication skills
- Computer skills.

Registrar

The Registrar is responsible for registration of Club members, including collection of fee payments and registration of athletes with ACTLAA. The Registrar also keeps records of athletes' results.

Specific duties include but are not limited to:

- Receives all registrations and enters/maintains registration details in a database/register using both IMG and Results HQ software
- Ensures all athletes are registered with Little Athletics ACT (LAACT)
- Collects and keeps accurate record of all registration fee payments and liaises with Treasurer on returns to ACTLAA
- Provides regular reports to LAACT regarding registration numbers – this is scheduled 4 times a year and is accompanied by our registration payment to LAACT
- Liaises with LAACT office on electronic membership registration, and collects registration numbers, age group patches and other relevant materials (like sponsor batches or bags) from the office for distribution to registered athletes
- Reports on any unregistered athletes after 'Come and Try' period expires
- Prepares weekly meet event sheets
- With help from Assistant Registrar, enters meet results for each athlete on a weekly basis into My Results database

- Checks for record performances and maintains records register
- Liaises with LAACT office to get a list of (electronic) registrations for LAACT carnivals (Relay, Multi, Northside Regional and ACT Championships) and emails entry list and carnival information to members. For ACT Championships it is especially important to distribute the list of qualified athletes asap for members to check, so that the office can be informed of any withdrawals
- Prepares relevant summaries of personal performances of little athletes to determine award and trophy winners at the end of the season. Organises the printing of centre best certificates for the end of season awards
- Ensures sufficient result tickets are available at meets
- Assists with communications and send out emails to Club members.

Desirable Attributes:

- Good organisational skills
- Ability to maintain accurate records
- Computer skills
- Good communication skills
- Dedicated Club person.

Assistant Registrar

The Assistant Registrar provides assistance to the Registrar.

Specific duties include but are not limited to:

- Entering the results of weekly club meets in the database
- Other duties as agreed with the registrar.

Public Officer

The Public Officer is appointed by the Committee and is not elected by the members of an incorporated association. Generally this person needs to be a resident of the state and over the age of 18. In short, the Public Officer provides the liaison between the organisation and Consumer Affairs.

Specific duties include but are not limited to:

- Notify the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a Change of Association Details form. No fee is required
- Notify the Registrar of a change of the association's registered address within 14 days of the change by lodging a Change of Association Details form. No fee is required
- Within 1 month after the annual general meeting, lodge with the Registrar an Annual Statement by Public Officer and other required financial documents with the prescribed fee
- Obtain from Treasurer the Annual Income and Expenditure Statement and Assets and Liability Statement
- Within 14 days of the association becoming trustee of a trust, lodge with the Registrar the particulars of the trust and a copy of any relevant documents. No fee is required
- Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee

- Apply to the Registrar for approval of a change within 1 month after passing a special resolution to change the association's name. An Application for Change of Association Name must be lodged with the prescribed fee
- Notify the Registrar of special resolution relation to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A Notice of Special Resolution for Distribution of Assets on Voluntary Winding Up must be lodged with the prescribed fee.

Publications Officer

The Publications Officer is responsible for production and distribution of the printed (hard copy) publications.

Specific duties include but are not limited to:

- Look after updating, printing and distribution of flyers to advertise the 'Come and Try' day
- Look after updating and printing of information booklet before the start of the season
- Take and collect photographs through the year for use on the website and for other publications, including at meets and events
- Write, edit, design and layout the end of year publication for the Club
- Arrange printing and electronic publication of the yearbook.

Website Manager

The Website Manager is responsible for maintaining the Club's website.

Specific duties include but are not limited to:

- Adding upcoming meet details on website each week
- Adding notices of upcoming events on website and Twitter
- Advising of changes to scheduled events promptly on website and Twitter
- Preparing and posting news items of interest to Club members
- Reporting on event results and athlete achievements
- Uploading suitable images including photos
- Removing or archiving out of date information regularly
- At the beginning of each season, undertaking a review of all information on the website and updating and archiving accordingly.

In performing these tasks, the Website Manager:

- maintains an awareness of events taking place within the Club and the sport at a local level
- works with other Committee members to ensure that any information to be published on the website is communicated effectively and accurately.

Desirable Attributes:

- Good organisational skills
- Good computer skills
- Attention to detail
- Be responsive

BBQ/Canteen Manager

The BBQ Canteen Manager is responsible for managing the BBQ and canteen at weekly meets.

Specific duties include:

- Weekly purchase of BBQ and canteen items
- Start-up BBQ at approx. 8:45am, clean BBQ at end of meet and wash all BBQ equipment each week
- Ensure food is prepared and handled safely
- Manage the BBQ roster (this role can be delegated to age group coordinators but needs to be overseen by Manager).

Awards Officer

The Awards Officer is responsible for looking after all awards as described in the information booklet.

Specific duties include:

- Process claims for PB ribbons – ad hoc throughout the season, with multiple claims at the end of the season
- Looking after printing of record certificates throughout the season
- Ordering trophies in time for end of season Presentation Day
- Looking after printing of Centre Best certificates for Presentation Day.

Uniforms Officer

The Uniform Officer looks after the supply of uniforms to members and the Committee.

Specific duties include:

- Get uniform quotes for upcoming season at least two months before season starts
- Make uniform orders for upcoming season at least 6 weeks before season starts
- Keep track of uniform supplies during the season and re-order new stock during the season, if required
- Do end of season stock take.

Equipment Officer

The Equipment Officer is responsible for looking after the Club's equipment.

Specific duties include:

- Oversee weekly set up and pack up (this is very much a team effort with help from on duty age group – more of a coordinator role)
- Annual equipment stocktake – prior to season commencement (usually takes a couple of hours)
- Reporting broken equipment and re-ordering, i.e. noting equipment needs and ordering with consent of Committee
- Regularly check the supply of gun caps, multi-timer paper, batteries etc. and get new supplies if required

- Be aware of the different equipment requirements for different Age Groups, such as the weights of throwing equipment and the height and placement of hurdles.

Carnivals Manager

The Carnivals Manager is responsible for being the Club's team manager at LAACT carnivals.

Specific duties include:

- Seek athletes' interest in participating in Carnivals and ensure that members are reminded of on-line registration deadlines
- For the Relay carnival athletes do not need to register beforehand, but it is useful to try and get teams sorted out before the event. The LAACT office requires an indication of numbers beforehand on the basis of which officiating positions are allocated to centres. At the day of the carnival, any incomplete teams need to be entered on composite lists during the carnival, to ensure all athletes get in a team
- Filling out an officials' roster for all carnivals (template available). Especially for the Northside Regionals, it is useful to make a roster as soon as possible after entries have been received, and to email this out to participants well before the start of the event
- Preparing lists of athletes by age group and event in order of program (template available), so that there is easy oversight during the carnival when calls are being made
- Manage officials' roster and athletes during the carnivals.

On-Track Coordinator

The On-Track Coordinator is responsible for preparing and overseeing the weekly On-Track programs, which are play-based and teach our young athletes how to throw, jump and start races.

Specific duties include:

- Planning of the overall On-Track program and on-track training sessions for Saturday meets
- Set-up and pack-up on-track equipment
- Provide or coordinate the provision of the On-Track program during the meet. The Coordinator can be assisted with running the programs by parent helpers or other Committee members or coaches.

Desirable Attributes:

- Working knowledge of all basic techniques used in Track and Field events
- Good affinity with young athletes.

General Committee Member

Responsibilities of a General Committee Member may vary.

Duties include:

- Attending Committee meetings to get an understanding of all the tasks required and where assistance may be required
- Assist other Committee members in their roles
- Assist with set-up before and pack-up after Saturday morning meets

- Assist during the meet, e.g. starting races or helping/coordinating parents with timing on the track etc.

Coaches

The Head Coach takes responsibility for the delivery of an appropriate training program. Club coaches provide training/coaching during Saturday morning meets and/or at training sessions during the week. The role of the Coach is many and varied, from instructor, assessor, mentor, demonstrator, adviser, supporter, motivator, organiser and planner.

Duties include:

- Prepare training plans
- Demonstrate to the athletes the skill required and instructing athletes in the skills of their sport
- Advise athletes on the training to be conducted and suitable equipment
- Assess athletes' performance in training and in competition
- Monitor athletes' health and safety whilst training and support them should they have any problems or sustain any injuries
- Maintain the motivation of all the athletes the whole year round
- Be a role model for the athletes, i.e. conduct him or herself in the presence of the athletes in a manner that sets as an example of how they should behave
- Support athletes through the pressures of competition
- Gather data of regional and national results and keep abreast of current training techniques.

Desirable Attributes:

- Working knowledge of all basic techniques used in Track and Field events
- Good affinity with young athletes.

Working with Vulnerable People (WWVP)

All Committee members are required to be registered with the Office of Regulatory Services, ACT Justice and Community Safety Directorate, if participating in a "regulated activity or service" for children and other vulnerable people (The Working with Vulnerable People Act 2011).

A WWVP Application for Registration form can be downloaded from:

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp/forms_and_fees