**Gungahlin Little Athletics Centre Committee Role Descriptions**

**President**

* Chair all meetings of the Centre Committee and General Meetings of the Centre.
* Act as a contact point for general enquiries regarding the Centre.
* To be the central point of contact regarding various Centre issues.
* Attend ACTLAA Association meetings and conferences.
* Ensure all Centre guidelines and Association rulings/bylaws are adhered to.
* Coordinate the overall operation of the Centre and ensure that all roles are performed in a manner suitable to enable the smooth running of Centre meets and the Centre as a whole.

**Vice President**

* Fulfill the President’s role in his/her absence.
* Support and assist the President in carrying out the duties described in the President’s role description.
* Support other Committee members in their roles as required.

**Secretary**

* Ensure accurate and documented records of Centre activities are kept.
* Receive, document and action all incoming and outgoing Centre correspondence.
* Take minutes of Centre meetings and maintain a true and proper record of each meeting.
* Arrange and advise dates and venues of all upcoming meetings.
* Liaise with other Committee members to coordinate and distribute Committee meeting agenda.
* Organise the Centre’s Annual General meeting.

**Treasurer/Public Officer**

* Ensure accurate and documented records of all financial transactions regarding the Centre are kept.
* Ensure all payments of the Centre are made appropriately.
* Receipt all payments taken on behalf of the Centre.
* Prepare a current, accurate Centre financial statement to be presented at each Committee meeting.
* Ensure financial records are audited at the end of the financial year. Provide all information to the Centre’s auditor as required.
* Ensure all documentation regarding the Centre is updated and accurately lodged at Access Canberra at the end of each financial year.

**Registrar**

* Arrange the Centre’s registration days.
* Coordinate registration numbers and packs for athletes.
* Liaise with ACTLAA regarding requirements for registration and provide information to the Association as required.
* Act as a point of contact regarding information about registration issues.
* Ensure all association returns are completed and forwarded on time.
* Keep accurate records of the Centre’s registrations

**Chief Recorder**

* Keep a true and accurate record of results and performances achieved by registered athletes using ResultsHQ.
* Manage data entry of results with data recorders’ assistance.
* Maintain Club records of athletes.
* Send weekly PB report to PB ribbon writers.
* Respond to result queries.
* At the end of the season, compile a list of award winners.

**Coaching Coordinator**

* Coordinate all Centre training sessions and ensure these sessions are run in a safe environment.
* Advise parents/committee about coaching and development courses and encourage members to attend if interested.

**Committee Support Role Descriptions**

**Equipment Officer**

* Coordinate set-up of equipment at Saturday morning meets at Amaroo Oval.
* Keep an accurate record of all equipment owned by the Centre.
* Arranges and/or instigates purchase of equipment.
* Ensure all equipment is maintained in a safe and good condition.
* Coordinate the distribution and return of equipment to events for Centre competition.
* Arrange for the loan and return of equipment for ACTLAA competition.

**Age Group Manager Coordinator**

* Support Age Group Managers in their role, answer questions and coordinate with managers replacements if they are absent.
* Coordinate the distribution of information to age groups via Age Group Managers.
* To provide the Committee with relevant feed back from families passed on from the Age Group Managers.

**Canteen Manager**

* Purchase canteen stock and provide receipts/cash to the treasurer.
* Coordinate assistants within the canteen, ensuring all Health regulation and Centre safety requirements are adhered to.
* Report on canteen transactions and requirements to the Committee.

**Website Manager**

* Provide up-to-date information to members via the Centre’s website as well as social media.

**Results Entry Assistants**

* Enter field event results in the ResultsHQ data base.

**U6 On Track Coordinator**

* Coordinate the U6 On Track program.
* Informs and guides the new parents within the group about the routine and format of the weekly meets.
* Teach the basic skills of running, jumping and throwing in a fun way.

**First Aid Officer**

* Provide first aid as required at Centre meets.
* Must hold a current first aid certificate.

**Uniform Officer**

* Purchase Centre uniform requirements ensuring value for money.
* Keep records of all purchases, sales and stock on hand.

**PB Ribbon Writers**

* Write out PB ribbons to be handed out to athletes each week.

**General Committee Positions**

* Assist where required.