

# **Gungahlin Little Athletics Centre Executive 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**

- Promote GUNLAC and advertise the upcoming season prior to it commencing.
- 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.
- Keep accurate records of the Centre's registrations.
- Assist athletes to purchase GUNLAC uniforms and monitor stock levels.

## **Chief Recorder**

- Keep a true and accurate record of results and performances achieved by registered athletes using ResultsHQ.
- Design the weekly meet program and enter it into Results hq
- Assist Track Managers with the setup and pack up of timing devices on all tracks as required each Saturday morning.
- Manage data entry of results with Age Group Managers and Track Managers.
- Maintain Centre records.
- 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 Manager**

- Coordinate set-up and pack-up of equipment at Saturday morning meets at Amaroo Oval.
- Keep an accurate record of all equipment owned by the Centre.
- Arrange and/or instigate purchase of equipment.
- Ensure all equipment is maintained in a safe and good condition.
- Registration of any GUNLAC vehicles.
- Arrange for the loan and return of equipment for ACTLAA competition.
- Arrange for GUNLAC equipment to be transported to ACTLAA carnivals for Centre use (tents, chairs, tables etc.).

### **Grounds Manager**

- Ensure the Amaroo Ovals used for Centre meets are in appropriate condition to run events safely.
- Communicate with ACT Sportsgrounds about any issues at the grounds or if anything needs attention (Lane lines marked, jumping pits topped up, grass cut etc.)
- Work with the Equipment Officer to set-up and pack-up equipment at Saturday morning meets.

### **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 feedback 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.
- Coordinate canteen responsibilities at other grounds, when these have been allocated to GUNLAC and agreed to by the Committee, ie, championship meets.

## **Communications Manager**

- Provide up-to-date information to members via the Centre's website, social media, and any other means as determined by the Committee.
- Create forms to collect information as required. ie, trial registration, presentation day.
- Manage GUNLAC email accounts and domain.

## **Straight Track Manager** (Chief Recorder will assist)

- Set-up the timing devices on the straight track before each Saturday meet and pack them up afterwards.
- Inform parent volunteers rostered to help on the straight track what their role involves.
- Upload straight track results into Results hq after the meet.

## **Round/Hurdles Track Manager** (Chief Recorder will assist)

- Set -up the timing devices on the round/hurdles track before each Saturday meet and pack them up afterwards.
- Inform parent volunteers rostered to help on the round/hurdles track what their role involves.
- Upload round/hurdles track results into Results hq after the meet.

## **Assistant Registrar**

- Assist the Registrar as required – put together athlete registration packs, hand out registration packs to athletes, assist with centre registration days, answer registration related questions.

## **Assistant Coaches**

- Assist the Coaching Coordinator to run the centre's weekly training sessions

## **U6 On Track Coordinator**

- Coordinate the U6 On Track program.
- Inform and guide 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.

## **BBQ Manager**

- Coordinate the cooking of the BBQ at each Saturday meet.

## **Fundraising/Grants/Sponsorship Officer**

- Coordinate any centre fundraising activities, apply for grants, and seek suitable sponsorship.

## **First Aid Officer**

- Provide first aid as required at Centre meets.
- Maintain the first aid kit.
- Must hold a current first aid certificate.

## **PB Ribbon Writers**

- Write out PB ribbons to be handed out to the athletes via Age Group Managers when due.

## **ACTLAA Representative**

- Represent GUNLAC on the ACT Little Athletics board or as an elected official.

## **General Committee Positions**

- Attend Committee meetings and assist where required.