

## EVENTS COORDINATOR

**The role of the Events Coordinator of Noarlunga Little Athletics Centre incorporates the following:**

- To liaise with NLAC members and their families with relevant information pertaining to upcoming events for NLAC and SALAA. These events are not limited to but include Relay Day, Personal Best Day, Regional Day, Multi Event Day and State Individual Championships.
- To provide promotional matter in the form of letters and posters to display in the club room.
- To organise teams for Relay Day based on performances and availability of athletes and to organise a team Manager for each age group. To liaise with team Managers to advise their team of relevant information. To organise relay practice days.
- To receive correspondence from members via phone, email or social media regarding events and to handle queries.
- To attend committee meetings when available and to provide opinions and vote on various issues.
- To assist in the setting up and packing up at each meet.
- To assist at events hosted by NLAC eg. Cross Country, Presentations, Fund raisers, etc.
- To make new families to NLAC feel welcome and guide them through their first weeks.