

## SECRETARY

### **The role of the Secretary of Noarlunga Little Athletics Centre incorporates the following:**

- To Liaise with internal and external bodies including NLAC members and their families, other Centres, sponsors, government, schools etc.
- To assist Promotions Officer in providing promotional matter in the forms of posters, letters and emails and send to schools and businesses to display.
- To take the minutes at meetings and distribute them to Committee members.
- To provide Committee with correspondence from SALAA and/or any relevant information.
- To advise Committee of forthcoming meetings and provide an agenda.
- To represent NLAC at the SALAA AGM or supply proxy.
- To receive correspondence from prospective members via phone, email or social media and promote NLAC accordingly.
- To design and distribute newsletters to the members if or when required.
- To act on requests from the Committee to assist with their roles as Secretarial support.
- To regularly check the NLAC mailbox and distribute and act on contents accordingly.
- To select awards for presentation and compile a list to provide to Trophy shop.
- To update the season booklet and arrange printing prior to season commences or as needed.
- To distribute Good Sports Nominations into age group folders towards the end of each season.
- 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.