

COMMITTEE PORTFOLIOS of WARRADALE LAC

President

The President shall preside as Chair at all Committee meetings and General Meetings at which he or she is present. In the absence of the President the Vice President shall preside as Chair at such meetings. If both the President and Vice President are unable or unwilling to preside at any such meeting the Committee shall appoint another Committee Member to preside as chair for that meeting only.

- Submit a report to the Annual General Meeting of the Centre.

Vice President

In addition to any other responsibilities, functions and duties assigned or attaching to the office of Vice President, the Vice President shall assist the President as required and act for the President in the absence of the President.

Secretary

The secretary of the Centre must, as soon as practicable after being appointed as secretary, lodge notice with the Centre of his or her address.

It is the duty of the secretary to keep minutes of:

- All appointments of office-bearers and members of the Committee;
- The names of members of the Committee present at a Committee Meeting or a General Meeting of the Centre; and
- All proceedings at Committee meetings and General Meetings of the Centre.
- In the absence of the secretary, the chair of the meeting may appoint another member of the Committee to take minutes of proceedings.
- Minutes of proceedings at a meeting must be signed by the Chair of the next succeeding meeting.
- Submit a report to the Annual General Meeting of the Centre.
- Submit all reports and AGM minutes to Little Athletics NSW within ONE (1) Month of the AGM.
- As Public Officer, submit relevant forms to Fair Trading.

Treasurer

It is the duty of the treasurer of the Centre to ensure:

- That all money due to the Centre is collected and received and that all payments authorised by the Centre are made;
- That correct books and accounts are kept showing the financial affairs of the Centre, including full details of all receipts and expenditure connected with the activities of the Centre.
- Submit a comprehensive report of income and expenditure to the Annual General Meeting of the Centre.

Registrar

It is the duty of the Registrar to maintain the register of members.

- Compile and send affiliation paperwork to LANSW.
- Order the Centres' stock of age patches, registration numbers, sponsor patches and advertising posters for the upcoming season from LANSW.

- Update Centre registration details, fees and number collection information in the LANSW On-line Registration Portal.
- Advertise registration details with local schools, signage and via social media.
- Obtain registration of persons in accordance with LANSW rules.
- Obtain proof of age for all new members.
- Distribute Centre Registration Number, Age Patch and other items, to each child upon registration.
- Maintain a complete register of each financial junior and non-voting member, showing registration number, age group, date of birth, proof of age, plus any other details deemed to be required by either LANSW or the Centre.
- Ensure end of season registration reconciliation is sent to LANSW within required time frame.
- Submit a report to the Annual General Meeting of the Centre.

Championship/ Point score/ Records Officer

The Championship/Point score/ Records Officer shall:

- Direct, plan and organise all competition and championship events for the Centre.
- Prepare competition programs and timetables.
- Organise all aspects of Centre Championships and Special Events.
- Assist with the selection of athletes for Centre representation.
- Complete and submit any entry forms for athletes to participate in any LANSW carnivals.
- Update and rollover season information in ResultsHQ.
- Sync membership list from Registration portal to ResultsHQ.
- Enter weekly results for each age group into ResultsHQ.
- Ensure records are updated in ResultsHQ from Club Championship events.
- End of season reports – Highest Points, Most Improved, Attendance and Participation Awards.
- Submit a report to the Annual General Meeting of the Centre.

Equipment Officer/ Grounds Person

The equipment officer shall:

- Determine the layout of the track and field for all competition held at the Centre.
- Line mark the Track and field areas for competition.
- Maintain competition areas – if required, mow grass, fill in holes, weed and check sand pits for objects.
- Recommend the purchase and or repair of equipment at the Centre.
- Ensure all equipment is maintained in safe and good working manner.
- Conduct a regular stocktake of all Centre equipment and keep an up to date inventory.
- Provide details of equipment to the Treasurer for insurance purposes.
- Submit a report to the Annual General Meeting of the Centre.

Uniform Officer

The uniform officer shall:

- Order and purchase uniforms from approved supplier.
- Make available items for sale to members at registration collection days and each week during competition.
- Do regular stocktakes.
- Provide a report of end of season stock to the treasurer.

Canteen Officer

The canteen officer is responsible for:

- Ordering and purchasing food and drink items as agreed by the committee.
- Preparing and selling of food and drinks during weekly competition and other events held by the Centre.
- Maintaining adequate stock.

Fundraising Officer

The fundraising officer is responsible for enlisting sponsors and raising funds for the Centre.

General Committee Member

The general committee are members of the club who assist the Executive with the general running of the Centre.