



# EXECUTIVE & GENERAL COMMITTEE PORTFOLIO ROLES & RESPONSIBILITIES of EMU PLAINS LITTLE ATHLETICS CENTRE INC



## EXECUTIVE COMMITTEE PORTFOLIOS

### President

In addition to the responsibilities set out in Rule 16.1 of the Constitution, the President shall:

- a) Ensure that all members of the Executive keep themselves informed of all Centre matters under their control or relevant to their area of responsibility.
- b) Perform such duties as may be required from time to time by the Centre.
- c) Represent the Centre at all functions, meetings and other occasions requiring the presence of a representative of the Centre either personally or by delegation to a member of the Executive or any other person deemed appropriate by the President.
- d) Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- e) In conjunction with the Secretary and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- f) Lead and facilitating Centre planning and activities.
- g) Consult and work collaboratively with Committee Members to ensure all complaints and disputes are immediately investigated and responded to according to Centre policies and procedures.
- i) Work closely with the Secretary, to prepare the agenda for committee and general meetings
- h) Determine any variation to the programs on the competition meet day and what actions to take regarding inclement weather.
- i) Plan and implement the rules for weekly track and field competition in conjunction with the Committee.
- j) Plan and implement the weekly competition programs and timetables or by delegation to a member of the Executive or any other person deemed appropriate by the President.
- k) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

### Vice President

In addition to the responsibilities set out in Rule 16.2 of the Constitution, the Vice President shall:

- a) Assist the Executive Committee Members in the discharge of their duties.
- b) Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- c) In the absence of the President, chair committee meetings, annual general meetings, and special meetings.
- d) Be responsible for duties generally held by the President if the President is absent.
- e) Be responsible to raise concerns with the President where they arise.

## Secretary

- In addition to the responsibilities set out in Rule 16.3 of the Constitution, the Secretary shall:
- a) Take detailed minutes of the business from all Committee and General Meetings and distribute copies to all Committee Members.
  - b) Record all disclosures of interests in the minutes as required under Rule 18.10 of the Constitution.
  - c) Compile all agendas for meetings with the assistance from the Executive.
  - d) Assist all members of the Committee where required.
  - e) Keep on file, all material that may assist the organisation of Little Athletics and the general management and operation of the Centre.
  - f) Forward notices of Committee meetings as required under Rule 18.5 of the Constitution.
  - g) Forward notices of General meetings as required under Rule 22 of the Constitution.
  - h) Keep on file, all significant correspondence received and a copy of all significant correspondence forwarded on behalf of the Centre by each member of the Executive.
  - i) Endorse correspondence, cheques, financial reports and other documentation as appropriate.
  - j) Receive and respond to general enquiries from members of the Centre, the general public and LANSW in relation to the operation of the Centre and delegate any such queries to the appropriate member of the Committee for further responses where appropriate.
  - k) In conjunction with the President and Treasurer, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
  - l) Act on behalf of the Centre as reasonably directed by the Executive.
  - m) Coordinate the preparation of the Annual Report.
  - n) Ensure notice of meetings is provided to all committee and club members through the website, social media platforms, and email, as required.
  - o) Co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers
  - p) Ensure completion of any required Working with Children documentation and maintain a register securely.
  - q) Submit a written report for inclusion in the Annual Report of the Centre.

## Treasurer

- In addition to the responsibilities set out in Rule 16.4 of the Constitution, the Treasurer shall:
- a) Keep a detailed ledger of all receipts and payments transacted for the Centre.
  - b) Draft an annual budget for the Centre for consideration by the Committee.
  - c) Issue receipts for all monies received, this is to include internal income e.g. canteen, fundraising etc.
  - d) Present at each Committee meeting, a full summary of receipts and expenses, the bank balance, and anticipated expenses for review and ratification by the Committee.
  - e) Present to each meeting of the Committee, accounts received by the Centre since the previous meeting to be passed for payment.
  - f) Pay on invoice only (unless otherwise approved by the Committee), all accounts passed by the Committee for payment.

- g) Arrange for the President, Secretary and Treasurer or other Committee member as approved by the Committee to act as signatories, with any two to sign on all Centre cheques.
- h) Collect all competition and miscellaneous fees owing to the Centre and arrange for banking as soon as reasonably possible after receipt.
- i) Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by the Centre.
- j) Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the preceding twelve (12) months.
- k) At the completion of each financial year arrange for the financial statements to be audited if required under the *Associations Incorporation Act 2009* or independently reviewed as required under Rule 29 of the Constitution.
- l) In conjunction with the President and Secretary, ensure observance of the Constitution and Regulations and use all reasonable endeavours to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- m) Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- n) Investigate and review all insurance policies required for the Centre and equipment.
- o) Establish an account or accounts with a suitable Bank or Financial Institution.
- p) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## Registrar

In addition to the responsibilities set out in Rule 16.5 of the Constitution, the Registrar shall:

- a) Coordinate the conduct of registration day or days of the Centre in conjunction with other Committee members.
- b) Obtain and make available to persons, by internet, or otherwise, registration forms for completion in accordance with LANSW rules.
- c) Receive each correctly completed registration form, accompanied by the fee and proof of age of all new members.
- d) Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
- e) Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LANSW or the Centre.
- f) Ensure an updated register list is made available to the Officer for Results/Records.
- g) Respond to enquiries from existing or prospective members and their families in relation to registration with the Centre and LANSW in general.
- h) Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- i) Manage and monitor membership and trial registrations throughout the season via an online registration system.
- j) Provide registration statistics updates at committee meetings.
- k) Attend weekly competition to distribute registration packs to registered members and welcome and induct new families and Trial participants.
- l) Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.

## GENERAL COMMITTEE PORTFOLIOS

### Officer for Championships

The Officer for Championships shall: -

- a) Direct, plan and organise the fixtures, programs and timetables for all championship events conducted by the Centre.
- b) Advertise all programs and timetables for special events and gala days.
- c) Collate the entries for championships and events in which members participate, including the preparation of entry forms and program printing.
- d) Select athletes to represent the Centre at carnivals where a selection criterion is required.
- e) Encourage athletes to correctly nominate in their events, to participate in LANSW or other Centres' events by the closing date.
- f) Use reasonable efforts to ensure that athletes report to the call room or the event (as applicable) for their events on time at LANSW Carnivals.
- g) Represent the Centre as Team Manager at all LANSW Carnivals or by delegation to a member.
- h) Attend Zone meetings as required by the Zone Coordinator.

### Officer for Results/Records

The Officer for Results/Records shall: -

- a) Record all athlete performances at Centre competition nights in a suitably prepared set of books or computer program.
- b) Compile and maintain weekly result summaries.
- c) Where the Centre maintains records, compile and maintain records of each event for which the Centre holds records.
- d) Assist the Officer for Championships to select athletes to represent the Centre at carnivals where a selection criterion is required.
- e) Where the Centre provides awards at the end of or during the year, collate of results to facilitate the giving of those awards.
- f) Respond to enquiries from parents requesting their child attempt a record
- g) Coordinate officials and/or committee members to oversee and verify record attempts.

### Officer for Coaching

The Officer for Coaching shall: -

- a) Coordinate club coaching sessions which will be available to athletes of the Centre.
- b) Maintain a sign-in sheet of athletes attending coaching sessions.
- c) Provide regular updates to the committee on athlete attendance and activities.
- d) Provide copies of documentation to the Secretary for club records.
- e) Encourage and foster the education and training of coaches at the Centre.
- f) be responsible for overseeing and ensuring that all coaches engaged by the Centre/Club provide to the committee a valid invoice for coaching services provided, a completed and signed Statement by a Supplier form where required, a current and valid Working with Children Check clearance and current coaching accreditation appropriate to the level of coaching being undertaken.

## **Officer for Equipment and Grounds**

The Officer for Equipment and Grounds shall: -

- a) Plan and implement the layout of the track and field for all competition.
- b) Ensure the field is adequately marked.
- c) Monitor the condition of the grounds and liaise with the ground's owner regarding maintenance of the grounds in a safe condition.
- d) Be responsible for the distribution and collection of all equipment at all competitions at the ground conducted by the Centre or on the Centre's behalf.
- e) Recommend the purchase and or repair of all equipment.
- f) Ensure all equipment is maintained in an organised manner and in safe and good working order.
- g) Ensure all equipment meets all technical requirements.
- h) Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
- i) Provide details of equipment to the Treasurer for insurance purposes.

## **Officer for Canteen**

The Officer for Canteen shall: -

- a) Plan and implement the management of all activities in catering whenever competition is held at the Centre.
- b) Be responsible for all ordering of the canteen stock, with financial arrangements as decided by the Executive Committee Members.
- c) Arrange for a cash float to be available for the weekly running of the canteen.
- d) Arrange for suitable help and replacement in the absence of the Officer for Canteen.
- e) Count proceeds after each competition and receive a receipt from the Treasurer.
- f) Provide receipts from the ordering of stock to the Treasurer.

## **Officer for Age Managers**

The Officer for Age Managers shall: -

- a) Arrange for the appointment of Age Group Managers to each age group at the Centre.
- b) Assist the new and returning Age Group Managers in their responsibilities.
- c) Ensure the Age Group Managers are aware of and apply the rules of competition of the LANSW and the Centre.
- d) Maintain regular contact with all Age Group Managers for the purpose of advising the managers of any Committee decisions taken, changes to program, LANSW directives and information and other relevant matters effecting the operation of the Centre and its members.
- e) Discuss any comments and recommendations for improving the Centre with the Age Group Managers. Convey their comments and recommendations to the Committee for consideration.

## Officer for Publicity

The Officer for Publicity shall: -

- a) Plan and implement local media coverage of the Centre's activities and arrange media coverage through local business displays.
- b) Maintain the Centre's website to ensure all information on the site is accurate and add new information as advised by any authorised member of the Committee.
- c) Maintain the Centre's social media sites/channels to ensure all posts are accurate and appropriate and add new information as advised by any authorised member of the Committee.
- d) Develop the Centre social media presence
- e) Promote Centre events
- f) Engage with followers via posts
- g) Work with the Centre Committee to create relevant content
- h) Promote Sponsors

## Officer for Uniforms

The Officer for Uniforms shall: -

- a) Purchase, store and sell the Centre uniforms.
- b) Account to the Treasurer prior to the purchase of and following the sale of uniforms.
- c) Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by the Committee.
- d) Conduct a regular stock-take of all Centre uniforms and keep an up-to-date inventory.

## Officer for Tiny Tots

The Officer for Tiny Tots shall: -

- a) Deliver structured, age-appropriate session plans designed to develop fundamental movement skills such as running, jumping, balancing, and throwing.
- b) Set up and safely pack away equipment required for each session.
- c) Encourage and guide parent participation to support children during activities and enhance the overall experience.
- d) Create a welcoming and inclusive atmosphere that builds confidence, coordination, and enjoyment for all participants.

## Officer for Sponsorship

The Officer for Sponsorship shall: -

- a) Actively seek financial sponsorship from local businesses and identify new fundraising opportunities.
- b) Develop and maintain positive relationships with sponsors, provide regular updates, and ensure appropriate recognition and visibility (e.g., logos on uniforms, signage...)