

Centre Manager-The Centre Manager is responsible for:

- Proper control, planning, implementation and coordination of the activities of the Centre Committee
- Providing the link between the Centre and the Association.
- Representing the Centre to outside bodies.
- Ensuring discussion on and preparing of motions for the Association Conference when policy changes are considered necessary.
- Liaison with program officer in receiving weekly program
- The organisation of sufficient parents/committee to act as officials to run the competition.
- Ensure that there are sufficient Age Managers for each age group prior to competition.
- Overseeing arrangements for annual Open Day as per list
- Distribution of preparation of jobs to do leading up to this event & maybe forming a sub committee
- Overseeing arrangement for Pentathlon as per list
- Distribution of preparation of jobs to do leading up to this event & maybe forming a sub committee
- Overseeing arrangement for Presentation Night as per list
- Distribution of preparation of jobs to do leading up to this event & maybe forming a sub committee
- Overseeing arrangements for Christmas Party, Age Managers End of Season Party, Committee End of Season Party as per list
- Preparing a Centre Managers Report for Presentation and other communications

Assistant Centre Manager/s-The Assistant Centre Manager/s assists the Centre Manager in the performance of his/her duties and to deputise where necessary.

- Representing the Centre at functions and meetings as required by the Centre Manager.

Secretary - The Secretary is responsible for:

- Preparing meeting agenda in liaison with centre manager.
- Attending Centre meetings, recording minutes.
- Processing correspondence – mostly emails on behalf of the Centre as directed by the Centre Committee.
- Retaining records/copies of all correspondence issued and received on behalf of the Centre.

- Maintaining records of official correspondence & documentation

Treasurer - The Treasurer is responsible for:

- Receipt and payment of Centre funds and accounts.
- Maintenance of Centre financial records.
- Providing statement of receipts and payments.
- Presenting written reports to meetings.
- Liaising and advising on submissions for sponsorship, capital improvements and other areas involving Centre funds.
- Being present when all discussions take place on Centre finance.
- Preparation and submission of Government Grant claims
- Arranging/Providing an independent Audited Report for AGM

Registrar - The duties of the Registrar include:

- Ensuring all registration details is correct

Assistant Registrar - The Assistant Registrar assists the Registrar in the performance of his/her duties and to deputise where necessary.

- Representing the Registrar and acting on behalf of the Registrar as required.

Team Manager - The duties of the Team Manager include:

- Managing nominations for association days including ensuring nominations are submitted prior to closing dates.
- Representing CLAC at Regional Meetings
- Keeping athletes informed about all things related to Regional Relay and Individual Championships and at State Relay and Individual Championships
- Team Managing athletes during at Regional Relay and Individual Championships and at State Relay and Individual Championships
- Preparing a Team Manager Report for presentation and other communications

Assistant Team Manager - The assistant Team Manager assists the Team Manager in the performance of his/her duties and to deputise where necessary.

- Representing the Team Manager and acting on behalf of the Team Manager as required.

Program Officer - This person is responsible for:

- Preparation of the Centre's weekly competition program.
- Recommendation to the Centre Committee on programming events, championships etc.
- Supervision of the weekly program.
- Forwarding copy of program to communications officer and the chief recorder for entry into resultshq.
- **Coaching Officer** - This person is responsible for:
 - The organisation of coaching for athletes within the Centre.
 - Education of parents as coaches within the centre.
 - Encourage participation by the centre in association coaching programs.
 - Liaison with the association's Director of Coaching and Education

Officiating Officer - This person is responsible for:

- The organisation of officiating for athletes within the Centre.
- The education of parents as officials and their subsequent attainment of qualifications.
- Encourage participation by the Centre in Association officials programs.
- Liaison with the Association Officials Director
- Ensuring that the Centre supplies officials for Association competitions as required.

Canteen Convener - The Canteen Convener is responsible for the supply of a canteen service to the Centre members. Duties include:

- Purchase of stock
- Annual stocks take.
- Coordination of canteen including parent/age group rosters etc
- Balance of canteen monies.
- Organises and fundraising days such as Bunnings BBQ's etc

Assistant Convener -The Assistant Canteen Convener assists the Canteen Convener in the performance of his/her duties and to deputise where necessary.

- Assists the Canteen Convener and acts on his/her behalf as required.

Equipment Officer-The position is responsible for:

- Control of all equipment necessary for the conduct of Centre competition.

- Preparation and maintenance of the competition arena.
- Completion of an annual stock take.

Uniform Convener-The duties of the Uniform Officer include:

- Ensure an adequate supply of Centre uniforms is on hand.
- Coordinate the sale of uniforms.

Chief Grounds Person- This person is responsible for

- overseeing the preparation & care of oval during the tenure season
- organising other groundsman to assist
- maintaining equipment used in oval care
- informing the c/manager & equipment officer of resources needed

Assistant Grounds Person -The Assistant Grounds Person assists the Chief Grounds Person in the performance of his/her duties and to deputise where necessary.

- Assists the Chief Grounds Person and acts on his/her behalf as required.

Chief Set Up- This person is responsible for

- overseeing the preparation of the equipment ready for competitions
- organising other setup crew to assist
- informing the c/manager & equipment officer of damaged equipment or area as needed

Set Up Assistant/s -The Set Up Assistant/s assists the Chief Set Up Person in the performance of his/her duties and to deputise where necessary.

- Assists the Chief Set Up Person and acts on his/her behalf as required.

Communications Officer - Is concerned with:

- Preparing a fortnightly club newsletter

Centre Communications Officer - This person is responsible for

- Collation of a fortnightly newsletter informing athletes of past, upcoming events within and external to our club
- Inserting weekly program into newsletter
- Using Facebook & Instagram to communicate with members.

Centre Photographer - This person is responsible for

- Maintaining a pictorial record of activities for the season.
- Sharing photo's to members by social media
- Prepare the photographic record for the season yearbook

Parent Liaison Officer - In broad terms, the Parent Liaison Officer is concerned with:

- Relations between the Centre, its member children and parents.

Fundraising & Grants Officer & Sponsorship -This person is responsible for

- Organising and running of fundraising activities
- Assisting with the direction and pathways of the desires of the club
- Preparing and lodging any grants or sponsorships

Chief Recorder -The duties of the Chief Recorder are:

- Coordinate online recording of competition results for all athletes.
- Monitor Resultshq
- Keeping of Centre records.

Assistant Chief Recorder/s - The Assistant Age Recorder/s assists the Chief Age Recorder in the performance of his/her duties and to deputise where necessary.

- Enters competition results for all athletes
- Assists the Chief Age Recorder and acts on his/her behalf as required.

Tiny Tots Co-ordinator- This person is responsible for

- Preparation of weekly program for tiny Tots.
- Feedback to the Centre Committee on programming events etc
- Supervision of the weekly program
- Set up & put away of equipment used for weekly session

Age Managers - the duties of the age manager

- To collate weekly results of allocated age group
- Inform records co-coordinator of any records broken.
- Keep parents and athletes of their specific age group well informed of activities and future events
- Provide feedback to the Centre Manager of any issues or relevant information, beneficial to the success of the club

Award Co-ordinator- This person is responsible for

- At the beginning of the season contacting local retailers in the community & enquiring about the provision of achievement/ awards for the coming season
- Prepare weekly awards for each of the girl & boy age groups to be distributed on the competition nights & placed in age group folders
- Each award will need to be dated & named with stamps provided
- Keep a record of athlete's names who received awards so that they are evenly distributed

Recording sheets convener - This person is responsible for

- Print & add recording sheets to Age Manager folders
- Keep Age Group folders updated

Centre Communications Officer - This person is responsible for

- Collation of a weekly newsletter informing athletes of past, upcoming events within and external to our club
- Inserting weekly program into newsletter
- Emailing Website Co-coordinator copy of newsletter to be uploaded onto webpage
- Communicating to CLAC members of events which impact on the centre

Website Co-ordinator- This person is responsible for

- Updating the website as required and as requested.

Yearbook Co-ordinator-

- Arrange content and write annual year book
- Arrange printing

AFL & Council Liaison- This person is responsible for

- Updating the committee on discussions with AFL and Council
- Attending various meetings as required
- Faithfully representing the CLAC and its core values to ensure a successful partnership with other clubs and council

General Committee - This person/s is responsible for

- Assisting the committee to achieve the goals.
- Attend committee meetings if possible.

Social Media Officer -

- Using social media such as Facebook and Instagram to promote Caloundra Little Athletics athletes and events.
- Using social media as a form of communication to CLAC Families