​**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:

* Ensuring sufficient and appropriate notice of all Centre meetings is given to members.
* Attending Centre meetings, recording minutes and ensuring a copy of the minutes and financial statement of accounts is forwarded to the LAQ Association office.
* Carrying out of correspondence on behalf of the Centre as directed by the Centre Committee.
* Receipt of correspondence on behalf of the Centre and present all correspondence as received to the next Centre Management Committee meeting.
* Retaining records/copies of all correspondence issued and received on behalf of the Centre.
* Maintaining an official correspondence filing system on behalf of the Centre.

**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 and the information is forwarded to LAQ.

**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:

* Receiving nominations for Association days and 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 a diary of the whole season’s activities.
* 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 newsletter convener & record sheet convener

**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
* The education of parents as officials and their subsequent attainment of qualifications.
* Ensuring that the Centre supplies officials for Association competitions as required.

 **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.

**Publicity Officer -**In broad terms, the Publicity Officer is concerned with:

* Relations with the wider Association - other Centres, Zone and State.
* Relations with the general public through publication of newspaper articles etc.
* Maintaining a pictorial record of activities for the season.

**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 Age Recorder-**The duties of the Chief Recorder are:

* Coordinate online recording of competition results for all athletes.
* Keeping of Centre records.
* Update record & print out new records register & place in age group folders
* Inform newsletter coordinator who can publicise new record in weekly newsletter

**Assistant Age 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

* Distribution of nights recording sheets to chief age recorder
* Taking age group folders home each Friday & re supplying with recording sheets as per next nights program (updated of new athletes will be emailed to you by register)

**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