Kingborough Little Athletics Centre

Committee Member

Position Descriptions

President

The President Committee Member shall be responsible for:

a) Ensure committee members, volunteer officials and coaches fulfil their responsibilities to the Centre.
b) Attend LATas and Council meetings/forums where relevant.
c) Manage/Chair monthly Committee meetings and the Centres AGM.
d) Discuss the agenda items prior to each Committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
e) Ensure that all sub-committees are accountable and responsible.
f) Report activities of the portfolio to the membership of the AGM.
g) Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
h) Review Constitution, By-Laws and Rules of Competition.
i) Adopt risk management, smoke free, sun smart, code of conduct and child safe policies.
j) Be a facilitator for Centre activities.
k) Be available to handle any disputes.
l) Liaise with relevant stakeholders including local Council and LATas as required.

The President Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Secretary

The Secretary Committee Member shall be responsible for:

a) Preparation of agenda and take minutes of business from all Centre meetings and circulate to all Committee members within seven (7) days of Centre meeting being held.
b) Forwarding notices of Centre meetings to all Committee members at least seven (7) days prior to the date of the meeting.
c) Assisting the President in the organisation of the Committee and other meetings.
d) Receiving correspondence on behalf of the Centre.
e) Keep on file all correspondence received and forwarded on behalf of the Centre.
f) Collating and distribution of incoming correspondence.
g) Recording and advising the Committee of the details of all correspondence received by the Centre at Committee meetings.
h) Responding to correspondence as necessary.
i) Act on behalf of the Centre as required by the Committee.
j) Collating of Annual Report in consultation with the President.
k) Notifying the Association of all accidents/injuries.
l) Attend monthly Centre Committee meetings.

The Secretary Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Treasurer

The Treasurer Committee Member shall be responsible for:

a) Prepare budget, in consultation with the committee to reflect income and expenditure of the Centre for presentation at the first meeting of the year.
b) Monitor and report circumstances of financial expenditure being exceeded without reference to the Committee.
c) Attend to general banking activities.
d) Maintain accurate records of income and expenditure.
e) Report to the Committee on a monthly basis.
f) Present all accounts for payment for approval.
g) Arrange invoices for periodical payments.
h) Make details of all accounts available to the Committee and members as provided in the Corporations Act (Tasmania) 1990.
i) Organise collection of funds from various events for banking.
j) Ensure the Centre finances are appropriately audited, as per terms set by Committee at the AGM.
k) Prepare annual financial accounts to enable auditing and provide the auditor with necessary information as required.
l) Report activities of the portfolio to the membership at the AGM.
m) Be one of several banking signatories – two on each banking transaction.
n) Attend monthly Centre Committee meetings.

The Treasurer Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Registrar

The Registrar Committee Member shall be responsible for:

a) The receipt of LATas Registration materials prior to the start of the season.
b) The issue of a registration name/age badge and other badges, information manual, plus any other State requirements to each registered athlete.
c) Ensuring athletes are strictly registered in accordance with LATas rules
d) Ensuring accurate database records are kept for the maintenance of Achievement Awards are kept.
e) Order and arrange distribution of Achievement Awards to athletes.
f) The maintenance of a register of all current and prior season athletes. This register is to contain:
    - All name, address, age, parent and pertinent medical and other details that are deemed to be required by either the committee or the Association from time to time.
    - Number of years of continuous registration for each athlete.
    - The age group into which the athlete has been placed for the current season.
g) Report activities of the portfolio to the membership at the AGM.
h) Manage all aspects of the maintenance, procurement, and sale of KLAC uniform.
i) Attend monthly Centre Committee meetings.

The Registrar Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Championships and Special Meetings

The Championships and Special Meetings Committee Member shall be responsible for:

a) Undertake the fixture and assist the Arena Manager with organisation, planning and implementing programmes for all Centre Championships and Special Meetings.
b) The preparation, collection and submission of nominations for LATas State Conducted Meetings and Special Meetings.
c) The collating of entries for Centre Championships, Special Meetings and LATas State Conducted Meetings.
d) Ensuring nominations and any required entry fee are returned to the LATas for LATas State Conducted Meeting in accordance with LATas requirements.
e) The purchase of medals, trophies and ribbons as approved by the Committee.
f) The organisation of Officials for LATas State Conducted Meetings as required by the LATas.
g) The selection of athletes for competition at State Conducted Meetings in consultations with the Records and Ranking Officer.
h) Ensuring the Centre has adequate numbers of Officials for Centre Championships in consultation with the Arena Manager.
i) Organising any Centre Championships and Special Events.
j) Coordination of KLAC Marquee, banners and any equipment required by LATas for State Conducted Meetings.
k) Report activities of the portfolio to the membership at the AGM.
l) Attend monthly Centre Committee meetings.

The Championships and Special Meetings Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Education

The Education Committee Member shall be responsible for:

a) Encouraging volunteers from the Centre to undertake accredited or LATas Officials training to assist in the development of the Officials/members.
b) Organising Officials training at Centre level for the purpose of educating volunteers in the correct method of officiating.
c) Providing advice to volunteers and athletes regarding the codes of behaviour adopted by the Centre and the LATas.
d) The establishment and conduct or regular coaching sessions for all athletes for all events.
e) Facilitating specialised coaching clinics to assist in the development of the skills of athletes, as approved by the Committee.
f) Supporting athletes through the provision of technical education to enable athletes to Be Their Best.
g) Providing Publicity with details on training sessions to be advertised on KLAC social media platforms and website.
h) Report activities of the portfolio to the membership at the AGM.
i) Attend monthly Centre Committee meetings.

The Education Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Publicity

The Publicity Committee Member shall be responsible for:

a) Preparation of promotional materials for Centre media outlets, schools, businesses and the general public.
b) Preparation of information material to be distributed to registered athletes and families.
c) Act as the representative of the Centre to organisations for the promotion of the Centre and Little Athletics in general.
d) Regular communications to all Centre members.
e) The development and promotion of relationships with suitable media outlets, with the aim of obtaining editorial highlighting the aims and activities of the Centre.
f) Providing support and content for KLAC website.
g) Maintaining Centre social media platforms.
h) Supporting Centre sponsors with regular social media posts as agreed under sponsorship terms.
i) Report activities of the portfolio to the membership at the AGM.
j) Attend monthly Centre Committee meetings.

The Publicity Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Arena Manager

The Arena Manager Committee Member shall be responsible for:

a) Organising, planning and implementing weekly programmes of competition as approved by the Committee.
b) Act if required as announcer at Centre Meetings.
c) Adjudicate on matters pertaining to the rules of competition during Centre meetings.
d) Organise, plan and implement programmes for the Centre Championships and Special Meetings approved by the Committee.
e) Conduct safety check of facilities and equipment prior to commencement of competition.
f) Notify Publicity of meeting cancellations to publish on KLAC social media platforms and website.
g) Report activities of the portfolio to the membership at the AGM.
h) Attend monthly Centre Committee meetings.

The Arena Manager Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Technical Requirements

The Technical Requirements Committee Member shall be responsible for:

a) Overseeing suitable layout of the track and field for Centre competition.
b) Coordinating the setting up of equipment prior to Centre competition and the correct storage of equipment at the completion of Centre competition.
c) Maintenance of Centre assets and equipment, ensuring all equipment is in safe and good working order.
d) Maintaining an inventory of Centre assets and equipment.
e) Overseeing annual stocktake of all Centre equipment.
f) Facilitating access to equipment for use authorised by the Committee. Maintaining register for equipment on loan away from the Centre, ensuring equipment is returned within agreed timeframe.
g) Maintenance of timing equipment procedures and software updates.
h) Providing reports to the Committee on the state of equipment and make recommendations on purchase/replacement of equipment.
i) Purchasing any authorised equipment.
j) Act as liaison where required with Kingborough Council concerning the maintenance of the ground and clubroom facilities leased by the Centre.
k) Organising working bee as required.
l) Contacting the Association regarding changes to technical and ground requirements.
m) Report activities of the portfolio to the membership at the AGM.
n) Attend monthly Centre Committee meetings.

The Technical Requirements Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.

Records and Rankings

The Records and Rankings Committee Member shall be responsible for:

a) Oversee recording of all results of all athletes within the Centre created at Centre competition, other Centre competitions conducted in accordance with LATas rules and LATas sponsored competitions in a manner approved by the Committee.
b) The formulation and application of adequate procedures to ensure the accuracy and veracity of all results recorded.
c) The preparation of track and field event sheets for Centre competitions in a manner approved by the Committee.
d) The preparation and distribution of weekly results of Centre competitions for media outlets and forwarding of those results to Publicity for distribution to media outlets.
e) The maintenance of the Centres computer database as required by the Committee.
f) Preparation of reports as required by the Committee or Committee members.
g) The ranking of all registered athletes for Centre competition as require by the Committee.
h) The investigation, recording and arrangement of ratification of all records created in the Centre and LATas State Conducted Meetings in a manner approved by the Committee.
i) Produce Centre Best Performance certificates to be signed by President and given to Arena Manager or Announcer for presentation.
j) Provide assistance to the Registrar in the maintenance of data for Achievement Awards.
k) Attend monthly Centre Committee meetings.

The Records and Rankings Committee Member will be supported to complete the following child safeguarding requirements:

a) Obtain a current Registration to Work with Vulnerable People Card
b) Complete the NSW Child Safe Sport online training module
c) Have an understanding or KLAC policies and procedures related to child safeguarding
d) Have an understanding of the Child Safe Standards.