

Wulguru Little Athletics Club - Management Committee Roles - 2018

Centre Manager

- The Centre Manager may carry out any function or enter into any agreement etc. on behalf of the Centre and he/she shall be responsible for:
 - The proper control, planning and implementation of the activities of the Centre in terms of the Constitution and the Constitution of the LAQ.
 - The proper conduct of all competition staff of the Centre and all Centre Management Committee Members.
 - Having any formal or informal meetings.
 - Arranging or doing all things necessary to further Little Athletics within the area from which such athletes are drawn.
 - Acting on behalf of the Centre in matters forthcoming to the Centre.

Assistant Centre Manager/Coaching Coordinator

- Carry out the activities of the Centre Manager when requested by the Centre Manager.
- Coordinator the Volunteer Coaches of athletes at the Centre.
- Liaise with the LAQ development staff regarding the organisation of coaching seminars for the education of Coaches and children from within the Centre.
- Prepare a diary of the season's activities from LAQ, Region, Inter-Centre and Centre competitions and championships.
- Prepare a cyclic program for normal Centre competitions ensuring, as much as possible, that an equal number of events are conducted for each age group and that no particular type of event is neglected or favoured.
- Supervise children on day of competition to ensure the program is followed.
- In the absence of an Equipment/Grounds Officers on the Committee, the Assistant Centre Manager/Coaching Coordinator shall cover such technical aspects as are necessary for the program to be run.

Treasurer/Registrar

- Receive all moneys owing to the Centre, issue receipts for money received and ensure received funds are banked into the Centre's bank account.
- Pay by internet banking all money owed by the Centre which have been approved by the Centre Management Committee.
- Keep records of all income and expenditure and assets and liabilities, mortgages, charges and securities of the Centre in a manner which is satisfactory to the Centre Management Committee and Auditor and present to each Committee meeting a written report of the account balances, accounts received for payment, receipt and expenditure for the period since the previous meeting. For this purpose, an Excel spreadsheet workbook which has already been set up by the Committee should be used.
- A receipt must be issued for all moneys received and the duplicate held.
- The Management Committee of the Centre shall within three (3) months of the close of LA Winter season (30th September each year):
 - prepare or cause to be prepared a statement containing the following particulars:
 - the income and expenditure of the Centre during its financial year,
 - the assets and liabilities of the Centre at the close of the said year, and
 - all mortgages, charges and securities of any description affecting any of the
 - Property of the Centre at the close of the said year.
- Organise for the financial affairs of the Centre to be audited.

- Present the audited statement to the Annual General Meeting for adoption.
- When absolutely necessary and with the express approval of the Centre Manager, effect payment of any amount of an urgent nature which cannot be held over until the next meeting of the Centre Management Committee. The payment details matter must then be submitted to the next meeting of the Committee for ratification.
- Ensure each payment made by bank transfer is authorised by the Centre Manager and the Treasurer. Authorized signatories must ensure before they authorise a payment that:
 - There is an invoice, claim or supporting evidence of the Centre's debt.
 - The transfer is in order in all aspects and made payable to the correct payee.
- Reconcile the Centre's accounts at the end of every month in line with the issuing of the bank statement. A monthly reconciliation spreadsheet showing that the Centre's funds agree with the bank statement is to be prepared. Reconciliation will be done by checking the spreadsheet receipt and payment entries against the credit and debit entries on the bank statement, noting any payments not showing up on the bank statement and any funds to be banked.
- Keep a register in which shall be entered the names and residential addresses of all persons admitted to membership of the Centre and the dates of their admission. This will be done through the Sports TG Registration program and Payment Reconciliation spreadsheet.

Secretary

- Ensure that sufficient and appropriate notification is given to members in respect of all meetings of the Centre.
- Cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General meeting to be entered into a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting. Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting or Annual General Meeting.
- Cause such minutes to be read or circulated to attendees of the following such meeting.
- The Secretary of each Centre Committee shall forward a copy of the minutes and financial statement of (a) Committee Meetings, (b) General Meetings to the Association within fourteen (14) days of being accepted as a true record. The Secretary of each Centre Committee shall forward a draft copy of the minutes of the Annual General Meeting to the Association within fourteen (14) days of the meeting being held. If the Auditors Report is not available, a copy shall be sent to the Association as soon as it becomes available.
- Carry out correspondence on behalf of the Centre as directed by the Centre Management Committee.
- Receive correspondence on behalf of the Centre and present such to each meeting of the Centre Management Committee for acceptance and consideration.
- Retain a record/copies of all correspondence received by and sent on behalf of the Centre.
- When required by the Centre Manager, represent the Centre at any function or meeting.
- Responsible for the management of social media for the Centre.

Fundraising/Social Events Coordinator

- Coordinate all club fundraising activities.
- Coordinate the center's canteen services.

Wulguru Little Athletics Club - General Committee Roles

Recording Officer

- Ensure suitable records are maintained for all Centre competitions showing any records achieved.
- Organise the ranking of all athletes for competition.
- Prepare record details for publicity purposes including Annual Report and local press.
- Collate entries for all championships and special meetings as required.
- Notify records and ranking to the LAQ from time to time.
- Coordination and distribution of McDonald's Achievement Awards throughout the season.
- Collating points and determination of end of season awards, including creation of certificates and purchasing of trophies.

Equipment/Grounds Officer x 2

- Plan and implement the layout of track and field for Centre meetings.
- Ensure the track and field are correctly marked for all events.
- Ensure correct equipment is available and used at all meetings.
- Make recommendations to the Committee in respect of the purchase of all equipment necessary.

First Aid/Safety Officer

- Coordinator and provide first aid management for the club and its members.
- Ensures first aid stocks are kept up to date.
- Ensures the centre adheres and complies with all safety legislation.
- Ensures all safety incidents, near misses and potential hazards are managed and reported for the centre.