

## Overview of Committee Roles

**President** – Co-ordinate the actions of the various portfolios within the Centre. Represent the Centre at Zone, Region and State meetings.

**Vice Presidents** – Assist the President and in their absence assume the responsibilities of the President.

**Secretary** – Primary point of contact for information and between the Centre and the Association as well as local Council for facility bookings.

**Treasurer** – Manage the finances of the Centre and establish budgets for specific portfolios, eg: Coaching and Equipment.

**Registrar** – Co-ordinate the taking of Registrations and ensure statutory requirements set by the Association are followed.

**Championships & Age Managers** – Co-ordinate the Age Managers and administer Centre entries for all Championship carnivals.

**Officials** – Co-ordinate the allocation of Parent Duties each Saturday and for Championships.

**Equipment and Grounds** – Identify and source equipment necessary for the successful conduct of the Centre's program. Maintenance of existing equipment.

**Records & Results** – Collate results from Saturday competition and publish these to the website.

**Track & Field** – Oversee the program of events during competition each Saturday.

**Canteen and BBQ** – Maintaining stocks of items sold within the Canteen and co-ordinating Saturday helpers.

**Cross Country** – Administer the XC events each Sunday afternoon at Bannockburn Oval from May to August.

**Coaching** – Co-ordinate the General and Specialist Coaching programs.

**Uniforms** – Maintain adequate stock of Centre uniforms and the sale of these prior to State Relays and Zone. Also co-ordinates the State Team gifts.

**Website and Publications** – Ensure the Centre website is updated and that the systems used adequately support the functioning of the Centre. Collate Centre Handbook and Presentation Day booklet.

**Member Protection / Grievances** – Monitor practices and procedures utilized at the Centre. Attend to any grievances regarding the conduct of the Centre or Officials.

**Health and Safety** – Maintain checks of equipment used to ensure it is in safe, proper condition for use. Complete Venue Inspection Checklist prior to Saturday competition.

**General member without portfolio** – provide assistance to other members of the Committee as and when required.

**Other non-Committee roles –**

- Mowing and marking of tracks and field areas at Bannockburn on Friday afternoons.
- Receiving of Canteen stock mid-week.
- Collection of BBQ provisions on Saturday mornings.
- Equipment set-up each Saturday morning.
- Age Manager.
- Key Assistants at specific events, eg: Shot Put, Long Jump, etc.
- Weekday / evening administration assistance.
- Assistance with Coaching.
- Transport of equipment to Championships and Gala Days.