

Committee Responsibilities: Maroochy Little Athletics 2023-24 season

<u>Centre Manager:</u> (Exec)	Responsible for the overall administration & running of the Centre. MSHS Liaison.
<u>Secretary:</u> (Exec)	Prepares meeting agendas in liaison with CM, takes minutes and processes correspondence – mostly emails. (Admin Super User)
<u>Treasurer:</u> (Exec)	Responsible for Budgets, all Centre finances, monthly reporting, Banking and Audits. Prepare and maintain a list of all Centre equipment – Assets Register and Insurance purposes.
<u>Registrar:</u>	Responsible for all registrations through the Timing Solutions platform, distribution of age labels & Reg numbers, and the processing of Triallists. Access to ResultsHQ/Timing Solns as an Admin Super User.
<u>Recorder / Programming:</u>	Responsible for the Centre programming & Recording each week. Ensure all digital recording equipment is updated and ready for competitions each week. Is responsible for the 2 x track recording laptops & the field Ipads and uploading these into the resultsHQ platform. (Admin Super User)
<u>Competition Team Mgr:</u>	Liaise with Recorder, Registrar & LAQ for all external competitions.
<u>Coaching Officer:</u>	Responsible for preparation and conduct of all coaching sessions. Assist athletes & parents with event technique.
<u>Officials Officer:</u>	Responsible for allocating Age Managers duties each week and assisting with Parent Orientation sessions regarding conduct of events at the Centre.
<u>Uniforms & Merchandise:</u>	Keep record of and be responsible for Uniform Sales, Orders and Stock takes throughout the season. Work with <u>Team Member</u> particularly at start of the season.
<u>Publicity & Facebook:</u>	Liaise with Executive and write monthly newsletters to members, be responsible for face book information posts & photography posts where supplied. (May have an interest in the photography field themselves – this would help!)
<u>Website:</u>	Liaise with Exec and Publicity for updates of information. Monitor changes and new items throughout the season.
<u>Sponsorships:</u>	Seek out available Grants and prepare & process all acquittals.
<u>Marketing:</u>	Promote awareness of the Centre activities within the local community and seek assistance from members for the on-going benefit of maintaining an “Active Sport” for kids in the community. We are 43 years old this year and going strong!

Canteen Officer: Work with TWO other Team Members to operate the canteen. Manage, conduct preparation & sales each competition night and make all purchases required. Liaise with Treasurer to ensure a proper account is kept using the current Square banking facility.

Fund Raising: Be responsible for the regular conduct of fund raising activities within the Centre throughout the season e.g. Raffles, Lucky Numbers board, etc..

Tiny Tots Co-ordinator: Prepare activities (using our equipment) for the Tiny Tot members each Friday night, keep a record of their attendance and ensure they are included as an integral part of the Centre membership.

GROUNDS, Equipment & Facilities: A Committee Member holds the overall Liaison position for Grounds & Facilities and they will then work with Team Members to maintain all competition equipment, the facilities (this includes our lighting facilities which are totally our responsibility) and marking the grounds. Marking is required every 2-3 weeks throughout the season (3-4 hours each time). The MSHS are responsible for mowing the track / oval however we are required to do all the marking and maintaining discus, shot & long jump areas.

Be responsible for the distribution of and collection of all arena equipment every competition night. Liaise with MSHS groundsman.

This is a brief outline of ALL the responsibilities required of our Volunteer Committee members and Projects Team Members throughout out the season. Competition & the preparation work is done pre-season as well as on competition nights.

If you can assist in any way (no matter how large or small your offer is) it will make a huge difference to the workload of the collective committee and ultimately it benefits your children/grand-children!!. I understand that a lot of families are finding it necessary to have both parents working these days but every little bit of assistance is VITAL in the overall running of a Little Athletics Centre.

Many hands make Light work scenario!! 😊

If you are interested in assisting in any way, please contact myself as your Centre Manager or Secretary Rebekah.

Thanking you,

Alison Quirke – 0418 762 706 (Centre Manager)

May 2023