

Committee Responsibilities: Maroochy Little Athletics 2023-24 season

<u>Centre Manager:</u> (Exec)	Responsible for the overall admin & running of the Centre
<u>Assistant Centre Manager:</u>	Liaise with CM and MSHS Administration
<u>Secretary:</u> (Exec)	Prepares meeting agendas in liaison with CM, takes minutes and processes correspondence – mostly emails
<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 work with a <u>subcommittee member</u> for the processing of Triallists. <u>Accesses ResultsHQ/Timing Solns as an Admin Super User.</u>
<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. (<u>Admin User</u>)
<u>Competition Team Mgr:</u>	Liaise with Recorder, Registrar & LAQ for all external competitions. (This could be <u>subcommittee person</u>)
<u>Coaching Officer:</u>	Responsible for preparation and conduct of all coaching sessions. Assist athletes & parents with discipline technique.
<u>Officials Officer:</u>	Responsible for allocating Age Marshall 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>subcommittee 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.

Marketing: 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 42 years old this year and going strong!

Canteen Officer: Work with TWO other sub-committee members to operate the canteen. Manage, order and make all purchases required. Liaise with Asst Centre Manager & 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: We require a Committee member to hold the Liaison position for Grounds & Facilities and they will then work with a sub-committee of 3 others 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 Sub-committee members throughout the season and a lot of 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.

All positions become vacant at our AGM (held at our breakup on 16th April) and we must have a base committee of 6 to be able to affiliate with LAQ. Obviously if we can share the load amongst our members it will make life so much easier. Many hands make Light work scenario!! 😊

*If you are interested in assisting in any way, please see myself as your current Centre Manager. We do require an indication by our last comp night on **24th March**, PLEASE.*