

Committee Positions

We have a unique opportunity to be involved with our children when they compete, unlike most other sports. One of our goals applies: Parents and Athletes alike “ Fun through Learning and Participation”. With this in mind why not try a position on the Committee – as our current Committee Members and they will tell you how rewarding it is.

Our financial year finishes 31/03/11 and to keep the Centre going, we need to fill positions on the Committee. Please indicate your preference or wish to nominate another person. Election of office bearers will be held on 05/07/11, please return this form by then.

Position	Description	Commitment	Nominate (Name)
Centre Manager	<i>Represent the Centre at all functions, meetings and other occasions Chair meetings of the Centre Management Committee Start competition days and present certificates</i>	<i>½ an hr prep 2 - 3 hrs a week</i>	
Assistant Centre Manager	<i>Act in all areas in the absence of the Centre Manager Support Centre Manager with above duties</i>	<i>1 - 2 hrs a week</i>	
Secretary	<i>Take the Minutes of the Monthly Centre Management Committee Meeting Write any letters that are necessary, for & on behalf of the Centre Clear the Post Office Box weekly Forwards correspondence to QLAA as requested</i>	<i>approx 1 - 3 hours each week depending what is happening</i>	
Treasurer	<i>Use the MYOB program to prepare Financial reports Have monthly Treasurer's reports for Centre Committee Meeting Prepare and perform banking weekly, if possible Prepare accounts to be paid</i>	<i>1/2 hour - 1 hour each week</i>	
Team Manager	<i>Responsible for athletes at Club, Regional and State Carnivals Advise athletes of up and coming competitions Ensure all athletes are always in correct uniform Forward nominations for competitions to QLAA or Little Athletic Clubs Post results of Carnivals</i>	<i>1 - 2 hrs a week</i>	
Officials Officer	<i>Recruit and organise officials for the safe and efficient conduct of Centre competitions Promote Official Exams and participation</i>	<i>1 hr a week</i>	
Registrar	<i>Collect registration information and members' fees - forward details to QLAA via Registration database (Team Manager) Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time</i>	<i>Hands on at the start of the season - role effectively completed about six weeks into season</i>	

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Records Officer	<i>Record all athlete performances via computer program Compile and distribute weekly result summaries and rankings Maintain and prepare certificates for all Centre records/best performances and McDonalds Awards</i>	<i>1 - 2 hrs a week</i>	
ASAP Co-Ordinator	<i>Promote Athletics Skills Award Program for younger age groups (Tiny Tots - Under 8's). Organise equipment required for these events. Support Age Marshall's of the above age groups to complete ASAP activities</i>	<i>½ hr prep a week 1 - 2 hrs support</i>	
Public Relations / Promotions Officer	<i>Promote and advertise the activities of The Centre throughout the Local Community Prepare and distribute a Centre newsletter to all Centre members Keep sponsors informed</i>	<i>As much time as you can commit.</i>	
Uniform Co-Ordinator	<i>Purchase uniforms Sell uniforms</i>	<i>½ hr a week</i>	
Programme Officer	<i>Prepare competition programs and timetables Ensure program is adhered to and runs efficiently</i>	<i>1 hr a week</i>	
Canteen Convener	<i>Purchase Canteen items Running of a profitable Canteen</i>	<i>2 - 3 hrs a week</i>	
Coaching Co-ordinator	<i>Willingness to learn and motivate Organise and oversee coaching within the Centre Distribute Association Information relating to camps/clinics etc Encourage further accreditation and coach / education of Centre parents</i>	<i>2 hrs a week</i>	
Equipment Officer	<i>Recommend the purchase of and or repair of all equipment Ensure all equipment is maintained in safe and good working order Arrange for equipment to be in readiness for Centre competitions</i>	<i>1 - 2 hrs a week</i>	
Fundraising Co-Ordinator	<i>Seek Patronage for the Centre and liaise with sponsors Suggest fundraising activities and arrange implementation of such activities</i>	<i>As much time as you can commit.</i>	
Grounds Committee	<i>Members willing to help maintain the grounds - equipment provided: Mowing the lawn (ride on provided) Line Marking Whipper snipping Weed Control General Maintenance Organise working B's</i>	<i>Depends on number of members total hours 10hrs a month</i>	