

Role	Reports To	Responsibilities
President	Centre Executive	<p>Oversees the running of the Centre. Chairs the Centre Executive. Adjudicates on disputes. Represents the Centre in dealings with VLAA.</p> <p>Overall supervision of the many facets of the weekly “off track” administration activities of the centre.</p> <p>Assists President. Responsible for the development and implementation and strategies and projects for the long term improvement of the Centre. Oversee the athlete development programme.</p> <p>Attends monthly Western Metropolitan Regional Meetings and Annual VLAA State Conference in August. Represents WLAC views at Regional level.</p>
Secretary	President & Centre Executive	Collects and distributes mail. The point of contact for general enquiries from members, general public & VLAA. Takes Centre Executive minutes. Maintains the Centre’s event calendar and follows up on due dates.
Treasurer	President & Centre Executive	Keeps the accounts.. Prepares monthly financial reports for the Centre Executive. Manages cash flow and collects and banks all cash. Organises the annual audit of the Centre’s accounts. Issues cheques. Responsible for Canteen. (Canteen responsibility is new for us in the Treasurer role but as they are in the Canteen twice on a Saturday they will be in the best position to look after it)
Registrar	President & Centre Executive	In conjunction with Report/Database Manager, arrange prior re-registration for existing members ahead of new season, and recording of returning and new members on computer (Clubs online system). Preparing show bags for each member for registration, and general preparation for registration day. Storing alphabetical copy of all registrations for the duration of the season Liaising with VLAA regarding registration requirements including summary statements and payments and maintain the Clubs Online database. This role is very hectic at the start of the season, but is effectively completed (save for a few new registrations) after about 8-10 weeks Liaise with Office Manager and Records Manager as required.
Inter Club Track & Field Competition Co-ordinator and Manager	President & Centre Executive	<p>Responsible for all activities related to planning for and the conduct of the Centre’s weekly T&F competition.</p> <p>Responsible for the efficient running of the program on the day.</p> <p>Determines the competition event schedule and programme.</p> <p>Liaises with duty roster manager, set-up manager and chief officials to ensure adequate officials are available and equipment is set-up to allow for the competition to start on time.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Ensure the venue and conduct of events is carried out with due reference to safety matters • Liaise with Key Officials to ensure the program runs smoothly • Move, remove or reprimand Officials who are not performing their duties properly • <u>Reprimand or eject, from competition, athletes who have have contravened the “Code of Behaviour”.</u> • Re-program events as necessary • In conjunction with the Controller of Officials, ensure that all Officials are in place prior to the commencement of events (Throws / Jumps / Track / Starters). • Brief Arena Stewards and allocate position to same. • Be available to resolve problems as and when require • Act as Chief Referee for verification of records, disputes or appeals
Inter Club Cross Country Co-ordinator and Manager	President & Centre Executive	<p>Coordinate and run weekly events at various locations</p> <p>Liaise with appropriate members of various councils</p> <p>Report to president and executive committee</p>

Manager		<p>Ensure shared duties from parent helpers on a weekly basis</p> <p>Ensure a safe and friendly environment</p> <p>The Cross Country Co-ordinator is responsible for the utilization all of the centre's communication media to make all athletes aware of the cross country program and all relevant information.</p>
Special Events Co-ordinator and Manager	President & Centre Executive	<p>Facilitates and manages WLAC's involvement in Regional and State Championships and in the Royal Children's Hospital annual fundraiser. Will have an assistant throughout the year and will also have four Team Managers– each Team Manager will be responsible for a particular special event (Regional and State Track and Field, Regional and State Relays, Regional and State Cross Country and State Multi-events as well as other special events).</p>
Championships Events Team Manager	President & Centre Executive	<ul style="list-style-type: none"> ▪ The Championships Events Team Manager is responsible for the co-ordination and management of athletes and their events at: <ul style="list-style-type: none"> - Regional Qualifiers and State Championships for Relays - State Multis Championships - Regional Qualifiers and State Championships for Track & Field - Regional Qualifiers and State Championships for Cross Country ▪ The Championships Events Team Manager is responsible for the co-ordination, management and submission (where there is no online registration) of athletes' registrations for: <ul style="list-style-type: none"> - Regional Qualifiers and State Championships for Relays - State Multis Championships - Regional Qualifiers and State Championships for Track & Field - Regional Qualifiers and State Championships for Cross Country ▪ The Championships Events Team Manager is responsible for the utilization all of the centre's communication media to make all athletes aware of registration opportunities for (as well as what is required of them), and general and pertinent information pertaining to: <ul style="list-style-type: none"> - Regional Qualifiers and State Championships for Relays - State Multis Championships - Regional Qualifiers and State Championships for Track & Field - Regional Qualifiers and State Championships for Cross Country ▪ The Championships Events Team Manager is required to liaise with representatives of the Western Metro Region for the purposes of understanding the centre's role at and submitting the centre's athletics registration to: <ul style="list-style-type: none"> - Regional Qualifiers for Relays - Regional Qualifiers for Track & Field - Regional Qualifiers for Cross Country ▪ The Championships Events Team Manager is required to liaise with representatives of the Victorian Little Athletics Association for the purposes of understanding the centre's role at and submitting the centre's athletics registration to: <ul style="list-style-type: none"> - State Championships for Relays - State Multis Championships - State Championships for Track & Field - State Championships for Cross Country - Report to president and executive committee
Championships Events Assistant Team Manager	President & Centre Executive	<p>The Championships Events Assitant Team Manager is required to work with and assist the Championships Events Team Manager with all his tasks and duties.</p>
Publicity and Public Relations Co-ordinator and Manager	President & Centre Executive	<ul style="list-style-type: none"> ▪ Arranges Fundraising events, activities and prizes, pre and during the season.: ▪ Procuring of sponsorships and support partnerships ▪ Arrange Billboard for Rego Day

		<ul style="list-style-type: none"> ▪ Provide content and assist with the preparation of show bags ▪ Have Fundraising events for 2008-09 documented to go in show bags and outline in Centre Handbook and Calendar of Events ▪ Assist with Presentation and Centre Championship Days ▪ Arrange promotion of special events
General Training and Education Co-ordinator and Manager	President & Centre Executive	
Technical Requirements Co-ordinator and Manager	President & Centre Executive	Maintains equipment, makes recommendations for additions/replacements, and assists with any equipment problems.
Records and Rankings Co-ordinator and Manager	President & Centre Executive	<p>Enters weekly results into web based NARS system. Forward results to local newspapers and Website Manager. Prepares results books for weekly recording of each event. Weekly reports include top three (posted on notice board), and list of those with three or more PBs. Administrative duties and general queries with results. Maintain Excel spreadsheets for eligibility for five PB trophies, track records. Maintains three or more PB compilation list for encouragement awards. Liaises with Office Manager and Registrar as required.</p> <p>Recording of returning/new members in results into web based NARS system. Loading Centre Championship entries, results and reports. Produces all end of Season summaries and reports. Archives current Season and prepares for next Season. In conjunction with computer programmer modifies and improves database and associated reports. Maintains and updates recording manuals. Liaises with Programme Manager, Results Manager and Office Manager as required.</p>
Organising of Officials Co-ordinator and Manager	President & Centre Executive	Organize the parents and guardians of our club members for rostered duty each Saturday (and when it's required). Required to make up weekly rosters for all the clubs to ensure that events can be managed and carried out efficiently and that parents/guardians participate in these activities when required.
On-Track Co-ordinator	President & Centre Executive	Coordinates the On-Track program.
General Committee Member X 2	President & Centre Executive	Attend Centre Executive meetings. Assist centre executive members in the conduct of their portfolios as requested. Assist with or co-ordinate projects or activities as requested by the executive. Learn the various aspects of the management of the Centre with the view to taking on an executive portfolio in the future.