

Position Descriptions – Management Committee

All committee members are appointed for a 12 month term and are voted in by Athletics Wollongong members at the Annual General Meeting.

President

Leader of Athletics Wollongong

- Helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.
- Arrange, attend and preside over monthly committee meetings. At the operational level, facilitate effective committee meetings. Set the meeting agendas in conjunction with the secretary and managing committee meetings.
- Overall responsibility for the club's administration.
- Manage the Annual General Meeting.
- Check the club's email.
- Spokesperson for club related matters, represent the club at local, regional, state and national levels and act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Ideally the president is someone who can communicate effectively, is well informed of all clubs activities, is aware of the future directions and plans of members, has a good working knowledge of the constitution and is a supportive leader for all the club's members.
- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Vice President

Provide support to the President and act in all areas in the absence of the President

- Attend monthly committee meetings and preside over these meetings in the President's absence.
- Provide support to the President in the list of tasks mentioned above and act in the Presidents' absence to accomplish those tasks.
- Provide assistance to the rest of the committee members from time to time where needed.
- Co-ordinate officials on Wednesday nights to ensure there is a timekeeper, starter, recorders, etc.
- Produce the Summer Season Red Book including AW, NSW and AA calendar competitions.
- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Treasurer

Oversee and maintain the financial affairs of the club

- Attend monthly committee meetings, or if unable to attend submit a financial report.
- Maintain accurate records of all financial transactions using Athletics Wollongong's approved financial software to produce monthly reports for committee meetings.
- Arrange payment for goods or services, electronically as required.
- Produce financial year end Profit & Loss and Balance Sheet Statements prior to the AGM.
- Organise renewal of Term Deposits.
- Collect uniform payments from the Uniform Coordinator and issue receipts when necessary.
- Liaise with co-ordinators of external events (e.g. fundraising barbeques) to provide a cash float and collect and bank cash proceeds.

- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Secretary

Deal with all correspondence to and from the club

- Attend monthly committee meetings.
- Provide an Agenda for meetings (in association with the President) and distribute to Committee members.
- Produce and distribute minutes of those meetings.
- Collect incoming mail, check email, attend to routine replies or pass to the appropriate Club Executive member for attention.
- Table all correspondence at meetings.
- Prepare written correspondence to external organisations when required.
- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Race Secretary

Generate the Summer Season calendar and schedule of weekly events

- Attend monthly committee meetings otherwise submit a monthly report.
- Generate the Summer Season Pointscore Calendar.
- Generate a timetable of events for each pointscore round to ensure fair distribution of event types across age groups.
- On a weekly basis, generate the order of events based on the Pointscore calendar and upload to Facebook on the Sunday prior to competition. Email a copy to Wednesday Competition Organiser on Sunday prior to competition.
- Manage Kerry McCann Athletic Centre bookings with BPLC for club competitions.
- Organise special prizes when required for Wednesday pointscore competition.
- Promote the major Summer Season external competitions, including Country Championships, State Relays, Club Championship and State Championships.
- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Publicity Officer

Coordinate and produce all promotional material

- Attend monthly committee meetings, otherwise submit a report.
- Co-ordinate and produce the monthly email newsletter.
- Liaise with suitable press and radio to promote Athletics Wollongong events and athletes.
- Create promotional material (eg flyers) for publicising Athletics Wollongong events.
- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Registrar

Maintain membership details database

- Attend monthly committee meetings, otherwise submit a report on registrations.
- With input from committee, set annual club registration fees based on NSW fees.
- Update fees on the NSW registration portal.
- Be available **during Wednesday night meets** of the Summer Season to discuss registration options with trialling, new and existing members.
- Maintain electronic list of members as approved at committee meetings.
- Produce monthly reports of membership statistics.
- Produce up-to-date printed lists of members by age group and gender for display on club noticeboard.
- Liaise with NSW on registration matters as appropriate.
- Produce membership report to be incorporated in Annual Report

- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Athletes Representative

Represent the interests of open/masters athletes at committee meetings

- Attend monthly committee meetings, otherwise submit a monthly report.
- Represent open/master members of the club and officials at committee meetings.
- Be available to listen to athlete concerns and facilitate decision making.
- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Winter Season Co-ordinator

Promote the Winter Distance Running program

- Attend monthly committee meetings otherwise submit a report.
- Organise and promote suitable winter events for AW members.
- Promote the ANSW winter distance running program.
- Organise teams for ANSW events.
- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.

Development Officer

Encourage the advancement of athletes, coaches and officials

- Attend monthly committee meetings otherwise submit a report.
- Promote coaching clinics available to athletes.
- Promote coaches training clinics and programs.
- Promote Officials training programs and exam structure.
- Provide a link between athletes and coaches to encourage more athletes to join regular training programs.
- Recommend financial re-imbursement where appropriate.
- Communicate programs to the Publicity Officer, Web Coordinator.
- May be required to perform additional tasks when requested by the committee and agreed upon by the individual.