



Our Club – Executive Committee

Position: President

Term: Yearly – appointment following AGM

Member of: Executive Committee
General Committee
Disciplinary Committee

Aim: To facilitate the Club's operation by ensuring the club is adequately resourced and financial.

Duties:

- Act as Chairperson at the Monthly committee and Executive meetings.
- Manage resources within the Club and reassign resources when needed.
- Prioritise and Delegate tasks, keeping a Task list updated with all current Tasks / projects, who is responsible, the estimated cost and the expected completion date.
- Distribute Committee and Executive Meeting Agendas plus applicable task lists to all relevant people one week prior to the next meeting.
- Follow up projects and tasks focusing on meeting the required completion date and budget constraints.
- Communicate with the general Community, sponsors, Athletic bodies, associated clubs and facilities and other relevant bodies.
- Act as a signatory for all Club expenditure and for all documents relating to regulatory bodies.
- Review the Club's financial position and give guidance on revenue and expenditure constraints.
- Provide support to all Committee members to assist those members in achieving the club's goals and objectives.
- Conduct public address system announcements during carnivals
- Provide member liaison during athlete registration activities
- Liaise with HSC Athletics Track management
- Represent Macquarie Hunter Athletics Centre at functions
- Act as Master of Ceremonies at Club Presentation
- Liaise with Club Life Members
- Develop policies and procedures required for club operation
- Ensure OH&S practices are observed during operations



Our Club – Executive Committee

- Position:** Vice President
Senior Athletics
- Term:** Yearly – appointment following AGM
- Member of:** Executive Committee
Senior Athletics Sub committee
General Committee
- Aim:** To assist the Club's President in facilitating the Club's operation by monitoring Senior Athletics, the Club's resources and financial position.
- Duties:**
- Deputise for the President as requested by the President or in absence of.
 - Assist the President in performing the President's duties
 - Attend Executive and other meetings as requested by the President
 - Provide support to all Committee members to assist those members in achieving the club's goals and objectives.
 - Provide senior member liaison during athlete registration activities
 - Perform any other Duties as requested by the President



Our Club – Executive Committee

Position: Vice President
Junior Athletics

Term: Yearly – appointment following AGM

Member of: Executive Committee
Junior Athletics Sub committee
Events Sub Committee
General Committee

Aim: To assist the Club's President in facilitating the Club's operation by monitoring Junior Athletics, the Club's resources and financial position.

Duties:

- Deputise for the President as requested by the President or in absence of.
- Assist the President in performing the President's duties
- Attend Executive and other meetings as requested by the President
- Report all correspondence and activities back to the President.
- Provide support to all Committee members to assist those members in achieving the club's goals and objectives.
- Provide Junior member liaison during athlete registration activities
- Perform any other Duties as requested by the President

Our Club – Executive Committee

Position: Vice President
AWD Athletics

Term: Yearly – appointment following AGM

Member of: Executive Committee
AWD Athletics Sub committee
General Committee

Aim: To assist the Club's President in facilitating the Club's operation by monitoring AWD Athletics, the Club's resources and financial position.

Duties:

- Deputise for the President as requested by the President or in absence of
- Assist the President in performing the President's duties
- Attend Executive and other meetings as requested by the President
- Chair an AWD Athletics Sub Committee
- Promote a fun and positive outlook and environment to encourage focus on abilities as opposed to disabilities
- Promote AWD program within community to increase athlete numbers
- Provide AWD member liaison and assist during athlete registration activities
- Assist with uniforms for AWD athletes
- Prepare program for AWD Saturday morning competition
- Ensure suitable equipment required for AWD program is available and ready for competition
- Assist with coaching of AWD athletes during Saturday morning competition
- Monitor and maintain personal information for AWD athletes including: -
 - * - contact details; and
 - * - medical details
- Be an AWD Program controller
- Record results including attendance, performance and Personal Best Times (PB's)
- Promoting outcomes to group
- Distributing weekly results to all AWD athletes
- Perform any other Duties as requested by the President
- Act as a signatory for all Club expenditure and documents relating to regulatory bodies.
- Provide support to all Committee members to assist those members in achieving the club's goals and objectives.
- Provide report at monthly meeting in regard to the AWD Sub committee
- Report all correspondence and activities back to the President.
- Perform any other Duties as requested by the President

Our Club – Executive Committee

Position: Secretary

Member of: Executive Committee
General Committee
Events Sub-Committee

Term: Yearly – appointment following AGM

Aim: To assist the Executive Committee and General Committee in achieving its Goals and Objectives by providing a wide range of communication and planning support.

Duties:

- Attend and take minutes at all Committee and Executive Meetings. Forward the minutes of the meeting to the Chairperson for approval as soon as practical.
- After approval, send the previous minutes to all Committee members and call for new Agenda items for the next meeting. Pass responses onto Chairperson.
- Table previous minutes at the Following Meeting for committee approval.

- Chair an Events Sub Committee to organise;
 - End of Year Presentation
 - Christmas Carnival
 - Annual Club Ball
 - Other Events as required by the Executive

- Assist in the correct completion of athlete registrations

- Act as the main correspondent in regard to enquiries, taking relevant notes on each enquiry made. Forward all Enquiries to the relevant parties
- Keep on file all correspondence received and a copy of each item of correspondence forwarded on behalf of Macquarie Hunter Athletic Centre Inc from the Executive committee plus any other information that is applicable to the Club.
- Notify the Executive, General Committee and Club members of any information that may be of interest to them including upcoming carnivals, fundraising events and special Events.
- Liase with the President and organise all dates and venues for General Committee and Executive meetings. Publicise the dates and venues of the meetings to all relevant parties.
- Assist the Executive Committee in the creation of all the season's competition Dates and book and confirm with Hunter Regional Sport centre Management.
- In consultation with the executive, organise a Sub Committee for the End of Year presentation. Submit a proposal for approval at the General Committee no later than October in the current season.
- Coordinate results and arrange trophies for end of year presentation
- Obtain stationary and other consumables as required by the Macquarie Hunter athletic Centre Inc and also maintain and replace First Aid Items for the Club's First aid Box.
- Provide a Report at the Monthly committee meeting in regard to incoming and outgoing communications.
- Perform any other Duties as requested by the President

Our Club – Executive Committee

Position: Treasurer

Term: Yearly – appointment following AGM

Member of: Executive Committee
General Committee

Aim: To maintain the Club's finances and to give advice to the President, the Executive and the Committee in regard to the financial position of the club.

Duties:

- Attend Monthly Committee Meetings and AGM Meeting
- Attend Executive meetings as requested by the President
- Attend other meetings that involve Financial decisions or as requested by the President.
- Report all correspondence and activities back to the President and Executive Committee.
- Receipt and Payment of funds and accounts
- Maintain Financial Records
- To provide an Annual Budget Projection for Current and Future tasks and projects
- Provide a Monthly Financial and Budget statement to the President and Executive Committee prior to the Monthly meeting.
- Review the Club's financial position on a regular basis and give guidance on revenue and expenditure constraints.
- Provide financial recommendations on individual Tasks or Projects.
- Act as the immediate Communication body in regard to financial enquiries with relevant bodies.
- Act as a signatory for all Club expenditure and documents relating to regulatory bodies.
- Provide support to all Committee members to assist those members in achieving the club's goals and objectives.
- To table the Financial and Budget statement at the Monthly Committee meeting.
- Perform any other Duties as requested by the President



Our Club – Executive Committee

Position: Registrar

Term: Yearly – appointment following AGM

Member of: Executive Committee
General Committee

Aim: To facilitate the Club's operation by ensuring that correct athlete registration procedures are followed.

Duties:

- Attend Monthly Committee Meetings
- Attend Executive and Other Meetings as requested by the President
- Conduct athlete registrations in accordance with LAANSW procedures
- Communicate with LAANSW regarding Centre Returns
- Provide a monthly report to committee on Registration status
- Perform any other Duties as requested by the President

Our Club – Executive Committee

Position: OHS & Risk Management

Term: Yearly – Appointment following AGM

Member of: Executive Committee
General Committee
Disciplinary Committee
Zone Committee

Aim: To assist the club's President in facilitating the Club's operation by assessing risk within operating policies and procedures.

Duties:

- Attend Executive and other meetings as requested by the President
- Review Club policies and procedures utilising LAANSW Risk Management tools and policies
- Develop Standard Operating Procedures (SOPs)
- Report all correspondence and activities back to the President.
- Act as a signatory for all Club expenditure and documents relating to regulatory bodies.
- Provide support to all Committee members to assist those members in achieving the club's goals and objectives.
- Convene Disciplinary Committee as need arises
- Represent Club at Lake Macquarie Zone meetings
- Provide member liaison during athlete registration activities
- Liaise with Club Life Members
- Ensure OH&S practices are observed during activities
- Perform any other Duties as requested by the President
- Provide report at monthly meeting in regard to the Executive Month in Review, Disciplinary and Zone Meetings.

Our Club – Executive Committee

Position: Coaching

Term: Yearly – appointment following AGM

Member of: Executive Committee
General Committee
Coaching Sub Committee

Aim: To facilitate the coaching of athletes, the selection of Zone representation and the selection of Coaching awards by ensuring that there are appropriately trained coaches available to the club for all track and field events.

Duties:

- Attend Monthly Committee Meetings
- Attend Executive and other meetings as requested by the President
- Chair a Coaching Sub Committee
- Report all correspondence and activities back to the President
- Promote education of Centre Coaching and training nights.
- Hold regular coaching meetings, wherein Athletic Coaching improvements and films and or video's are introduced and shown
- Organise coaching timetable prior to season commencement
- Organise event specific coaches to be present at training
- Update Macquarie Hunter Coaches list based on the Clubs Coaching Policy
- Update Coaching web Page Monthly
- Ensure appropriate accreditation is maintained by coaches
- Co-ordinate selection of Club relay teams
- Co-ordinate selection of Major Trophy recipient(s)
- Communicate with other club Head Coaches to facilitate better relationships with other clubs and promote all Carnivals to other Coaches and athletes to enhance attendance levels
- Represent Macquarie Hunter at all events and meetings in relation to athletic coaching
- Notify the committee whether a person has satisfied the coaching attendance criteria to receive recognition as a Coach and or reimbursement for Training accreditation expenses by the club.
- Provide monthly report of activities to committee including coach meetings, coaching and athlete training attendance.
- Perform any other Duties as requested by the President

Our Club – Supporting Roles

Position: Catering Officer

Member of: General Committee

Term: Yearly – appointment following AGM

Aim: To assist the Club in providing Catering services to its members.

Duties:

- Organise Catering supplies during season
- Organise Catering supplies for Annual Carnivals and special occasions
- Create a Roster system and coordinate people to man the Catering Services provided.
- Ensure that all takings are accounted for and delivered to the treasurer for banking.
- Report to the Committee on the Catering takings and manning for the month
- Perform any other Duties as requested by the President

Our Club – Supporting Roles

Position: Championships Officer

Term: Yearly – appointment following AGM

Member of: General Committee

Aim: To facilitate the Club's operation by ensuring that Club athletes are correctly entered into carnivals

Duties:

- Maintain a Championship Folder that has all upcoming carnivals.
- Inform Athletes of upcoming carnivals by posting Carnival details onto the information board, have copies to distribute to athletes.
- Collect any associated entry fees which are given to Treasurer for banking.
- Carnival Coordination
(Zone, Regional, State & State Multi, State Relay, Trans Tasman).

Coordinate the receipt of Athlete entries for the Zone, State Multi, State Relay or Trans Tasman Carnivals. Submit the lists to the appropriate Association by the due date.

Check to ensure that all information, such as events, ages and Athlete Numbers are correct. Complete the required entry form for Macquarie Hunter Little Athletics Club to compete with all relevant Athlete information (where applicable).

Copy and send one copy to the Association with a cheque as required. One copy to be kept with Championship folder.

Confirm that entries have been received by the Association and that all Athlete's are competing in the correct event's. Copy of confirmation to be kept in Championship Folder.

Upon confirmation of Macquarie Hunter athletes competing in the championship carnival, send notification using preferred communication (letter, SMS, email) notifying the Athlete that they are confirmed for the carnival and the particular events that they are confirmed in.

- Report to the Committee on Number of Entries to Championship Carnivals (that require an Entry Form) and the Athletes that have successfully made it through to Regional / State and the events that will be competing in.
- Perform any other Duties as requested by the President or Secretary

Our Club – Supporting Roles

Position: Equipment Officer

Term: Yearly – appointment following AGM

Member of: General Committee

Aim: To control and maintain the Club's Equipment and to give advice to the president and committee in regard to the Equipment Condition and additional Equipment requirements.

Duties:

- The Equipment Officer shall maintain such equipment and vehicles as Macquarie Hunter Athletics Centre possesses, in good, workable condition.
- Plan for future requirements
- Procure such equipment as the Committee may approve by such means as may be available
- Ensure that the correct equipment is available and used for all meetings.
- Conduct Monthly Stocktakes of equipment
- Maintain a Stock Spreadsheet that contains the Equipment, Quantity, Condition, Supplier and Replacement Value.
- Maintain Gear Shed housekeeping
- Facilitate equipment setup and collection for carnivals
- Monitor Equipment Loans and Returns through an Equipment Register
- Report to the Committee (when required) tabling the Current Stock spreadsheet and highlighting Equipment that requires repair and or replacement as well as additional equipment requirements.
- Report on the Equipment register highlighting the Items on Loan and duration of the Loans.
- Perform any other Duties as requested by the President or Secretary

Our Club – Supporting Roles

Position: Sponsorship Officer

Term: Yearly – appointment following AGM

Member of: General Committee

Aim: To facilitate the Club's operation by promoting the Club and sourcing Sponsorships and Donations.

Duties:

- Attend Monthly Committee Meeting
- Identify Sponsorships and Promotional activities to allow a greater public awareness of the club and its facilities.
- Seek approval from the committee in regard to Sponsorship and Promotional ideas
- Actively pursue approved opportunities to promote the Club
- Actively seek approved opportunities for Sponsorships and Donations
- Perform any other Duties as requested by the President or Secretary
- Report to the committee on Promotional Activities, Sponsorships and Donations

Our Club – Supporting Roles

Position: Programming Officer

Term: Yearly – appointment following AGM

Member of: General Committee

Aim: To facilitate the club's Junior Carnivals by ensuring a smooth and efficient running of the athletic programme as specified by the season's schedule.

Duties:

- Attend monthly committee meeting
- Prepare program of events
- Attend each Carnival
- Control of the Carnival programme
- Advise Age Controllers of carnival event rotation (Junior Programming only)
- Guidance and assistance to Senior Carnival Official or other officials during the carnival
- Resolve any disputes with the Senior Carnival Official where events may clash or be back-logged
- Answer general enquiries from members and parents in regard to the programme and age locations.
- Report to the committee in regard to carnivals including the events and / or age groups that are flowing well and the areas that are causing problems. Provide recommendations to the committee on future changes to consider.
- Perform any other Duties as requested by the President or Secretary



Our Club – Supporting Roles

Position: Rank and Recording Officer

Term: Yearly – appointment following AGM

Member of: General Committee

Aim: To facilitate the Club's operation by ensuring timely and accurate recording of athlete results at carnivals.

Duties:

- Attend monthly committee meeting
- Accurate data entry of weekly athlete performance
- Accurate recording system setup
- Publish results weekly on Web site
- Provide data entry support for carnivals
- Prepare age group event sheets
- Determine Season result winners
- Report to the committee on data entry status, attendance, records broken and personal best results.
- Perform any other Duties as requested by the President or Secretary

Our Club – Supporting Roles

Position: Uniform Officer

Term: Yearly – appointment following AGM

Member of: General Committee

Aim: To control and maintain the Club's Uniform Stock and to give advice to the president and committee in regard to the Stock that we require, Stock Spoilage / Loss and stock Sold.

Duties:

- The Uniform Officer shall set and maintain such uniform stock as required to satisfy the demand, in good presentable condition.
- Investigate and make recommendations to the committee on additional items that could be considered as part of the Uniform Stock.
- Negotiate and secure Uniform Suppliers that will supply high quality stock at an affordable price.
- Recommend to the committee the proposed Sale Value of Stock Items
- Conduct Monthly stock takes on the Uniform Stock
- Keep the Online Store up to date
- Transact all Purchase appropriately
- Maintain Clothing Stock housekeeping
- Perform any other Duties as requested by the President or Secretary
- Report to the Committee tabling the uniform stock, current Stock and stock that is soiled as well as stock requirements.



Our Club – Supporting Roles

Position: General Committee Member

Term: Yearly – appointment following AGM

Member of: General Committee

Aim: To facilitate the Club's operation by assisting the General Committee achieve the Club's goals for the season.

Duties:

- Attend Monthly Committee Meeting
- Provide Guidance and Support to the Committee
- Support other Committee members in achieving their tasks
- Perform any other Duties as requested by the President or Secretary

Our Club – Supporting Roles

Position: Age Controller (Junior Carnivals)

Term: Athletics Season

Aim: Assist in the smooth operation of all club carnivals

Duties:

- Be aware of and communicate the Code of Conduct behaviour policy for athletes and parents
- Co-ordinate parent helpers.
- Provide basic event instruction to athletes
- Provide assistant to or request assistance from a qualified Coach in helping athletes that require technique improvement without disrupting the flow of the event.
- Organize athletes into heats or orderly line for events
- Liaise with Programmer for event rotation
- Clearly and concisely record event results
- Determine Encouragement Award recipient/s.
- Communicate Club information to athletes including carnival entries, coaching and announcements
- Ensure safe practices are adhered to at all times
- Return Age Group folder to Ranking & Recording Officer at end of carnival
- Encourage sportsmanship and "Fair Play" at all times
- Provide unbiased and accurate event officiating
- Assist and report any injury to first aid or Club official
- Be aware of potentially fatal medical conditions an athlete within their age group could suffer with e.g. Anaphylaxis, asthma, epilepsy
- Communicate Club announcements to age group including carnival entries and coaching
- Perform any other Duties as requested by the President or Executive



Our Club – Supporting Roles

Position Athlete Liaison Officer

Term Yearly – appointment following AGM

Member of: General Committee

Aim Assist and inform senior and dual registered athletes with event information and registration and to liaise with the media

Duties

- Actively seek out upcoming event information for athletes
- Regularly communication with all senior and dual registered athletes
- Liaise with the media as required
- Attend monthly committee meetings
- Promote Macquarie Hunter Athletics Club
- Report back to committee with performances of athletes
- Perform any other duties as requested by the president