



## Toowong Harriers Inc Committee and Support Roles

Our Athletic Club exists because of our wonderful parent and community volunteers. These roles are integral to running our Little Athletics Centre and Queensland Athletics Affiliation.

The Executive Committee positions are marked with an asterisk.

The Committee roles broadly cover our main administrative and operational functions whereas the Support roles generally support one or more of the Committee roles.

Whilst we can cope with shared roles, it would be preferable to have one appointee and an assistant.

<b>Committee Roles</b>	
<b>President *</b>	Chairs committee meetings. Responsible for all non-Little Athletics club business; banking/cheque signatory; manages insurance and field leasing matters. Executive Committee member.
<b>Centre Manager *</b>	Maintain and in consultation, develop the overall direction for the Little Athletics Centre, and coordinate other committee members' efforts; represent the Centre at Conference, Regional and State meetings; ensure all necessary Little Athletics tasks are allocated and carried out; compile the weekly notices; write content for newsletter (in season); attend (almost) all local competition meetings; banking/cheque signatory. Min. 3hrs/week off season, 7hrs/week in season. Executive Committee member.
<b>Secretary *</b>	Dealing with all correspondence in and out as delegated or directed by Centre Committee; prepare Agenda and Minutes of committee meetings; attend Regional and (half yearly) State meetings; coordinate responses to all surveys/requests for information or directives from LAQ; alternate banking/cheque signatory; update and maintain the Centre Handbook, website and issue of newsletters in liaison with Centre Manager. Average 2hrs/week off season, 5hrs/week in season. Executive Committee member.



<b>Treasurer *</b>	<p>Keeping Books of Account for the Centre; prepare (in conjunction with Centre Manager) of provisional annual Budget; receipt of income and payment of expenditure; banking; cheque signatory; report on receipts/payments and Financial Status to monthly Committee meetings; monthly Bank reconciliation; complete accounts for Audit.</p> <p>Average 3hrs/week off season, 6hrs/week in season.</p> <p>Executive Committee member.</p>
<b>Canteen Coordinator</b>	<p>Ensure a supply of marketable food and drink at attractive prices but profitable margins to provide a mainstay of Centre fundraising; purchasing (from Association sponsors where possible), preparation, setting prices, advertising wares, recoveries for unsold material; organise canteen staffing.</p> <p>Average 1hr/week off season, 5hrs/week in season.</p>
<b>Program Officer</b>	<p>Prepare season program to provide appropriate spread of events, taking into account coaching sessions, Relays, Baartz requirements, learning curve etc.; prepare each individual meeting program to suit expected attendance, in line with season plan, allowing for events lost to rain etc.; document by age-group and for officials.</p> <p>Average 1hr/week off season, 9hrs/week in season.</p>
<b>Senior/QA Coordinator</b>	<p>Coordinate activities of Senior (Queensland Athletics) Club. Organises Toowong Harriers hosted cross-country events.</p>
<b>Recordings Officer</b>	<p>Lead the recording function for track events at Centre meets and assisting at Regional meetings; on-the-spot error finding; check initial drafts of database input; prepare McDonalds Cards and Vouchers;</p>
<b>Coaching Coordinator</b>	<p>Coordinate the Centre's coaching staff (volunteers and paid coaches) to provide all-round basics and specialist techniques in all disciplines; write the weekly programme for the all-round training session; encourage coach inception and education, and advising on courses.</p> <p>Average 1hr/week off season, 5hrs/week in season.</p> <p>(It is highly preferable that we have two volunteers for this role and it can be shared)</p>
<b>General Committee member</b>	<p>Attends monthly committee meetings and assists with special projects and areas of interest.</p>



<b>Support Roles (Non Committee Roles)</b>	
<b>Officials Coordinator</b>	<p>Encourage parents to officiate/assist; maintain record of those that do (and/or help in other ways); organise officials for Centre meets; inspect conduct of events during Centre competition; initiate new parents, arrange and support officials education, prepare weekly stationery; confirm help at Regional and State meetings; prepare refunds advice at end of season.</p> <p>Average 2hrs/week off season, 5hrs/week in season.</p>
<b>Nominations/Registrations Officer</b>	<p>Review and troubleshoot all registration issues; including follow up for 'try-outs', unrepresented birth certificates, incomplete payments, and control and compile all nominations for Regional and special events; keep the computer records of Families, Little Athletes, Competitions, Performances, Colour Levels, Point Totals, Improvements etc. on a weekly basis; provide output to Centre Manager, Officials Coordinator, Team Manager, LAQ, others, as required; maintain back-up and archives.</p> <p>Av 1hr/week off season, 5-6hrs/week in season.</p>
<b>Team Manager</b>	<p>Attends most 'away' events (Regional &amp; State Relays, Regional &amp; State Championships, Coles Championships) and appoint substitutes for those not attended; prepare schedules for Regional Relays; confirm teams for Relays; control athletes (through Age Group Managers on Regional Relay Day), marshalling, encouragement, follow-up; report on events for Newsletter;</p> <p>Average 2hrs/week in season, 4hrs/week before Regional Relays.</p>
<b>Equipment Officer</b>	<p>Ensure that our equipment is kept in good supply (consumables - eg. caps, batteries) and in a good state of repair (fixed assets - mats, boards, hurdles, trailers etc.); purchase equipment as authorised; respond to technical/specification changes in any equipment; attend/direct working bees.</p> <p>Av 3hrs/week off season, 4hrs/week in season.</p>
<b>Grounds Officer</b>	<p>Keep an eye on the arena, for the effects of weather (drought, storms, floods), competition, public use; organise marking (dye), mowing (when Council contractors do not, or for special occasions), watering; organise as necessary top-dressing, fertilising, levelling, returfing, etc.; attend/direct working bees;</p> <p>Average 1hr/week off season, 4hrs/week in season.</p>



<b>Grants Coordinator</b>	Develop relationships with and liaison with local politicians. Present funding opportunities to Committee and complete grant applications with the support of Committee. Assist with Sponsorship efforts.
<b>Publications Officer</b>	Arrange appropriate notice of Sign On (plus posters, leaflets); reports of Centre successes, photographs, and other articles in Local (and possibly State) Press. Average 4hrs/mth off season, 8hrs/mth in season.
<b>Uniforms Coordinator</b>	Reorder of stock for start of season, sell uniform items at centre meets early in the season, maintain stock throughout the season; investigate alternative suppliers and alternative products/designs. Investigate shirt sponsorship opportunities.

**Ross Anderson – President**  
**Trudy Lennox - Centre Manager**