

DUTIES OF MEMBERS OF THE COMMITTEE

1 The duties of each member of the Committee shall be:-

(1) PRESIDENT

The President shall chair each meeting of the Committee and of the Centre;

(2) VICE-PRESIDENT

The Vice-President shall perform the duties of the President at such times when the President is absent or unable to perform his duties.

(3) SECRETARY

The Secretary shall:-

- (a) keep minutes of all proceedings at Committee meetings and general meetings. Such minutes shall include the names of all person present at those meetings;
- (b) ensure that minutes of proceedings of a meeting are signed by the chairman of the meeting or by the chairman of the next succeeding meeting;

(4) TREASURER

The Treasurer shall: -

- (a) ensure that all monies due to the Centre are collected and received and that all payments authorised by the Committee are made;
- (b) keep such books of account and records as are necessary to disclose the true financial position of the Centre.

(5) REGISTRAR

The Registrar shall: -

- (a) ensure that properly completed registration records are received for each junior member registered with the Centre;
- (b) ensure that junior members of the Centre are registered with LAANSW;
- (c) maintain a register of junior members of the Centre.

(6) OFFICER FOR CHAMPIONSHIPS

The Officer for Championships shall: -

- (a) ensure that Centre entries for track and field championships conducted by LAANSW are properly completed and lodged within the stipulated time;

- (b) ensure that Centre entries for track and field meetings conducted by Centres affiliated with LAANSW or by other sporting bodies are properly completed and lodged within the stipulated time;
- (c) be responsible for notifying members of the Centre of track and field meetings in which members of the Centre have been invited to compete;
- (d) be responsible for the organisation of track and field meetings and championships conducted by the Centre.

(7) OFFICER FOR RESULTS OFFICER

The Officer for Results shall: -

- (a) administer the centres computer systems and programs;
- (b) provide to the committee and age managers information from the centres database as required;
- (c) ensure the recording of the weekly track and field performances of junior members of the centre;
- (d) assist where appropriate, in the selection of junior members to represent the centre at track and field meetings;
- (e) oversee the computer operations at track and field meetings run by the centre.

(8) OFFICER FOR PUBLICITY

The Officer for Publicity shall: -

- (a) provide publicity material to the local press and other media where appropriate;
- (b) ensure that the Centre's activities and activities in which the Centre has been invited to participate, are publicised and brought to the attention of members.

(9) OFFICER FOR COACHING

The Officer for Coaching shall: -

- (a) implement a program of coaching for junior members of the Centre;
- (b) organise coaches to participate in coaching programs;
- (c) when requested, assist in the selection of track and field teams to represent the Centre.

(10) OFFICER FOR EQUIPMENT

The Officer for Equipment shall: -

- (a) ensure that the Centre's equipment is kept in good order and condition;

- (b) ensure that the Centre has adequate and serviceable equipment for the conduct of its coaching and competition program.

(11) OFFICER FOR CANTEEN

The Officer for Canteen shall be responsible for the operation and management of the Centre's canteen facilities.

(12) OFFICER FOR CROSS COUNTRY

The Officer for Cross Country shall be responsible for the organisation of the Centre's cross-country activities.

(13) OFFICER FOR TRACK AND FIELD

The Officer for Track and Field shall be responsible for the organisation and conduct of the Centre's weekly competition program.

(14) OFFICER FOR AGE MANAGERS LIAISON

The Officer for Age Managers Liaison shall: -

- (a) be responsible for Age Managers;
- (b) ensure that Age Managers are aware of their duties and responsibilities as promulgated by the Committee from time to time.

(15) OFFICER FOR OFFICIALS

The Officer for Officials shall: -

- (a) organise officials for the Centre's weekly competition and any track and field meeting conducted by the Centre;
- (b) ensure that officials carry out their duties in a proper manner;
- (c) organise appropriate officials from the Centre to assist in the conduct of LAANSW championships.

(16) OFFICER FOR SPONSORSHIP

The Officer for Sponsorship shall: -

- (a) be responsible for the campaigning and collection of sponsorship from various organisations;
- (b) be responsible for organising the sponsors logos for inclusion in the club handbook and banners.

(17) OFFICER FOR UNIFORMS

The Officer for Uniforms shall be responsible for ordering and maintaining of Centre's uniforms.

(18) OFFICER FOR SENIOR LIAISON

The Officer for Senior Liaison shall: -

- (a) Liaise with the seniors club in organising days for competition with senior members and our current U13-U15 age groups.
- (b) Liaise with senior members for contributions in either age managers or coaching.

(18) DELEGATE OFFICERS

The Delegate Officers a minimum of two (2) shall represent the Centre at Zone and LAANSW Meeting.