

Koorringal Wagga Athletics Club Committee Members

Executive Positions

President

- Chairing of meetings.
- Providing general direction for the Club.
- Managing disputes and keeping up morale.
- Providing advice to Committee and Club members.
- Assist in the organization of Yearly Plan
- Overseeing correspondence, publicity and marketing.
- Cheque account signatory.
- Maintain smooth week-to-week running of Club.
- Liaise with Club Coaches
- Liaise with Zone Coordinators
- Attend Branch Meetings & Annual Conferences
- Assist Club Carnival Manager with Annual Club Carnival.

Vice President

- Chairing of Committee meetings in absence of President.
- General assistance to President and other committee members.
- Cheque account signatory.
- Assist President in the organization of Yearly Plan
- Active member in all facets of the Club operations.
- Assist Club Carnival Manager with Annual Club Carnival prior to & on the day.
- Regular attendance at Committee meetings
- Assist President with Presentation night.

Secretary

- Must be computer literate and have access to a computer
- Co-ordinate Correspondence in and out.
- Prepare agenda, attend meetings and take minutes, distribute minutes to all Committee members
- Oversees updating Facebook & Club Website
- Assist President & Vice President in the organization of Yearly Plan
- Working closely with President and assisting in general running of the Club
- Cheque account signatory.
- Delegate, oversee publication of Club Handbook
- Submit athlete numbers and arrange payment to Little Athletics Association, and Wagga Wagga City Council.
- Responsible for Timing Gate bookings or delegating job.
- Complete and submit to LANSW Affiliation form and Paperwork and Annual Reports
- Complete and submit Annual Summary of Financials to Fair Trading (A12 Form)
- Assist Program Manager & President with Presentation night.
- Assist Club Carnival Manager with Annual Club Carnival.

Treasurer

- Responsible for all financial aspects of the club.
- Have an understanding and able to use a computer - EXCEL & MYOB
- Weekly banking of funds from the BBQ, Carnival fees, Registrations and other miscellaneous funds.
- Arranging floats for various stalls at carnivals & registration day.
- Responsible for accurate recording of source of income such as Timing Gates Invoicing & of all outgoings
- Reconciliation of all Carnival entries received from Club Carnival Manager
- Responsible for monthly reporting to committee plus be able to submit financial reports as directed by the President, with detailed evidence of cheques written and/or outstanding.
- Regular attendance at Committee meetings
- Cheque account signatory

Registrar

- Own computer; knowledge of IMG Console database software (training provided)
- Co-ordination of all aspects relating to registrations including emailing to members prior to registration days.
- Organisation and attendance at registration days.
- Ensure media coverage of Registration days in conjunction with the Publicity Officer.
- Provide Registration day details to all schools in the area for publication in their school newsletters.
- Input of full athlete and registration details into IMG Console.
- Regular attendance at Committee meetings.
- Assist Club Carnival Manager with Annual Club Carnival prior to & on the day.

Assistant Registrar

- Assist the Club Registrar in all facets of the above role.
- Assist Club Carnival Manager with Annual Club Carnival prior to & on the day.

General Committee Members

PROGRAM MANAGER

- Prepare weekly program of events and complete event sheets for our weekly meets.
- Enter athlete's results into Club Manager on a weekly basis.
- Host our Friday night meetings with emphasis on athlete participation and enjoyment.
- Prepare weekly parent rosters and ensure parent volunteer to their respective areas.
- General announcing and assistance with running of the club.
- Regular attendance at Committee meetings.
- Towards the end of the season, tally the number of medals and trophies needed for Presentation night
- Arrange trophies, medals & certificates for Presentation night.
- Prepare Certificates for Season Record Breakers & State Representatives.
- Assist with the Presentation Night.
- Assist Club Carnival Manager with Annual Club Carnival prior to & on the day.

Publicity/Social Officer

- Arrange general publicity throughout the year and liaise with various media agencies.
- Organisation of social events for Club members.
- Arrange Club Christmas party.
- Arrange Santa Claus and lollies/ice-blocks for children prior to Christmas.
- Regular attendance at Committee meetings
- Assist Club Carnival Manager with Annual Club Carnival prior to & on the day. ✓

First Aid & Safety Officer

- Must have a current First Aid Certificate
- Provide first aid on club nights and at KWAC Carnival
- Maintain & restock first aid kit.
- Oversees all OH&S issues

Catering Officer

- Attend a food handling course (at Club expense)
Organisation of weekly BBQ including purchasing meat, cooking, purchase of drinks etc..
- Responsible for all facets of catering at Koorungal and Zone carnivals when hosted by KWAC or Regional
- Ensures cleaning of canteen after use.
- Weekly reconciliation of Canteen Funds to Treasurer
- Assist Club Carnival Manager with Annual Club Carnival prior to & on the day

Assistant Catering Officers (2 positions)

- Providing assistance and support to the catering Officer with all facets of catering.

- Assist Club Carnival Manager with Annual Club Carnival prior to & on the day. ✓

Uniform Officer

- Set up table at Registration Days and receive uniform orders.
- Provide advice to new members regarding uniform requirements.
- Ordering of uniforms for athletes and distribution of same.
- Manage & arrange Shirts orders for all Regional Championships & State Championships
- Accept all uniform orders and providing funds to the Treasurer.
- Reconciliation of Uniform sales against funds received.
- Regular Stocktake of Uniforms.
- Assist Club Carnival Manager with Annual Club Carnival prior to & on the day

Equipment Officers (2 Positions)

- Organisation of and assistance in setting up all equipment for Friday Club Nights and Wagga Wagga based carnivals.
- Must be available to get to the track by 4.30 pm on Friday afternoons
- Must be available most Fridays.
- Keeping stock of all equipment.
- Organisation of repair/replacement of equipment if necessary.
- Ensure BBQ gas bottle is refilled
- Fuel & general maintenance of the gator.
- Assist with Annual Club Carnival prior to, and on Carnival day.

Carnival Registrar

- Responsible for handling all enquiries from Club members and members from other clubs and receiving Carnival Entries and payment for all Carnivals.
- Ensuring that fees versus events entered balances and submitting payments to the Club Treasurer.
- Checking correspondence, monitoring carnivals@kwa.org.au email account, and publicity for upcoming carnivals.
- Complete parent's duty list for carnivals

Club Carnival Manager

- Working closely with President, Secretary and Publicity Officer.
- Responsible for coordination of all aspects with running the Club Annual Carnival and collating of all carnival entries into program format for Annual Club Carnival
- Setting up Program of events
- Preparation of Carnival events sheets with athlete's names recorded.
- Organise Printing of Program for Club Annual Carnival
- Close liaising with all other Committee Members for smooth running of the Carnival

Amateur Secretary

- Organisation of Amateur Registrations.
- Tabling of correspondence regarding Amateur athletics.
- Reporting to meetings
- Assist President with Annual Club Carnival prior to & on the day.

KOORINGAL-WAGGA ATHLETICS CLUB INC.

Nomination for Executive and General Committee Positions

- Nominee:
- Position :
- Nominated by:
- Seconded:
- Signature of Nominee:

*** All must be Members of KWAC ***