



KOORRINGAL WAGGA ATHLETICS CLUB INCORPORATED

COMMITTEE POSITION NOMINATION FORM

Nomination and consent by Nominee

I declare that I am a current financial member of the Koorringal-Wagga Athletics Club (KWAC) and 18 years or over.

In good standing I wish to nominate for position of (please tick)

Executive Committee

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Registrar |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Assistant Registrar |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Amateur Secretary |
| <input type="checkbox"/> Treasurer | |

General Committee

- | | |
|--|---|
| <input type="checkbox"/> Program Manager | <input type="checkbox"/> KWAC Carnival Manager |
| <input type="checkbox"/> Program Assistant | <input type="checkbox"/> Publicity & Social Officer |
| <input type="checkbox"/> Equipment Officer | <input type="checkbox"/> Canteen Manager |
| <input type="checkbox"/> Equipment Officer Assistant | <input type="checkbox"/> Canteen Manager Assistants x 2 |
| <input type="checkbox"/> Uniform Officer | <input type="checkbox"/> Tiny Tot Coordinator |
| <input type="checkbox"/> Carnival Officer | <input type="checkbox"/> Website |

If elected, I consent to work as a Committee Member of the Club and undertake to fulfil all duties and obligations required of the position, including attending meetings of the Committee.

Name: (PRINT) _____

Signature of Nominee: _____ Date: _____

Nominated by: _____ Signature: _____

Seconded by: _____ Signature: _____

Nomination Date: _____

Please turn over to see the job roles of each Executive & General Committee Members

Koorinal Wagga Athletics Club Committee Members Job Rolls

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 Koorringal 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

- 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

KWAC 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 usually held on the 1st Sunday of November
- 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

Website Officer

- Maintaining & updating the Club Website as required
- Close liaising with Secretary

Tiny Tot Coordinator

- Organising of Tiny Tot Program and Tiny Tots on Club Nights

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.
-