



Committee Role Descriptions

Our committee is made up of volunteers who keep things running behind the scenes. All roles become vacant at each Annual General Meeting (AGM) and are then elected for the coming season. General committee member roles are also available. Some positions can be filled after the AGM, but all Executive roles need to be filled for the club to continue.

If you can't attend the regular meetings but are interested in being on the committee, please reach out through our Facebook page.

Executive Committee:

The five executive roles are expected to attend most of the committee meetings and include:

PRESIDENT

Oversees the operation of the centre, chairs the committee meetings, supports and works with committee members to ensure effective management of the club.

VICE PRESIDENT

Supports the President in overseeing the operations of the centre and performs all duties of the President in their absence or as requested by the President.

SECRETARY

Manages the centre's business affairs. Arranges committee meetings, prepares the agenda, and records and publishes the minutes. Prepares the Annual Report and the Secretary's Summary in the Annual Report.

TREASURER

Keeps a ledger of all receipts and payments through Xero accounting software. Presents a summary of receipts and expenses at committee meetings, including bank balances. Pays invoices. Prepares a Financial Statement of income and expenditure at year-end and ensures accounts are verified by a person independent of the committee, and presents these to the AGM.

REGISTRAR

Manages the athletes' registration process, including maintaining the online registration pages. Oversees the registration desk and organises the distribution of registration packs. Liaises with NSW Athletics for registration queries. Responds to questions from potential members and their families. Completes the registration reconciliation for NSW Athletics at year-end (31st March).



Non-Executive Committee:

CANTEEN COORDINATOR

Coordinates stock ordering for the canteen and Barbecue. Works with the Treasurer to create a weekly canteen float and manage takings. Sets up the cashless payment system (Square Terminal), including providing internet access to take card payments. Record nightly cash and card sales through the Square to assist in stock tracking and stocktakes. Ensures the canteen and equipment are left clean and empty (where applicable). Instructs canteen volunteers.

CHAMPIONSHIPS OFFICER

Promote, direct, plan and organise details for Zone, Regional and State championship events for the centre. This will include representing our club as the Team Manager at Championship events and providing information to families leading up to them. Provide information on the registration process and answer questions when needed. Assist in providing information to ensure athletes report to marshalling on time. Organise parent volunteers and ensure they report to their assigned duties. Get help from age managers and the committee to organise relay teams where applicable.

EQUIPMENT AND GROUNDS OFFICER

Ensures all equipment is in good working order and with adequate supply. Trains parents to set up and pack away equipment safely. Coordinates volunteer help for set up and pack up. Supports the Line Marker where needed to measure and mark the track and field layout and maintain marking equipment.

FUNDRAISING OFFICER

Raises funds for EDLAC through grants, sponsorship, and fundraising activities. Works with the Executive Committee to identify funding needs and opportunities to obtain finance. Liaises with regular club sponsors and continues to build community business relationships.

LINE MARKERS

Work with the Equipment and Grounds Officer to measure and mark the track and field layout. Maintain the line marking fortnightly throughout the summer. Maintain the line marking throughout the winter as needed for school carnival use.

PUBLICITY AND SOCIAL MEDIA OFFICER

Manage content by working with key committee members to promote registrations, come-and-try nights, training, local and Athletics NSW events, fundraising and partnerships. Post by 5 pm on run nights with any updates or changes to the program or run night. Work with key committee members to respond to comments and messages.



RESULTS/RECORDS OFFICER

Coordinates the uploading of the weekly program for run nights and works with the registrar to ensure all athletes are imported into the correct age group. Prints the recording sheets and places them in the age folders. Coordinates results entry into the recording software, checking for completeness, correctness and any potential records. Reports any potential records to the committee for ratification at the next committee meeting.

TINY TOTS COORDINATOR

Uses the Tots Program activity folder to lead the Tots athletes and parents through the weekly events. Obtain assistance from other parents for the setup, pack-down and running of the program. Manage the weekly sticker participation sheets and coordinate with the committee for participation trophies for presentation. Communicates with the Executive Committee regarding equipment, issues, or incidents.

TRAINING COORDINATOR

Plans the event schedule for training sessions held at the centre. Coordinates information sharing and promotion of upcoming coaching and officials training. Assesses the opportunities for specialised coaches to hold one-off sessions at our centre. Helps athletes/parents find other training opportunities or events which may not be available at our centre.

VOLUNTEER COORDINATOR

Work with athletes and their families to facilitate a fair and inclusive volunteer roster to support the Centre operations, especially on run nights. Support and guide our volunteers in the tasks they are allocated to, to ensure everyone is comfortable assisting. Work with the Championships Officer and families of our centre representatives to draw up a volunteer roster for allocated club volunteer roles for Zone and Regional championships.

General Committee

Can vote on items raised at committee meetings.

We would love to see all age groups and genders represented on the committee.

More committee means:

- Lighter load for all
- More ideas
- Communication is shared more easily and quickly
- More of the athletes and parents are represented in decision-making
- More engaged guardians and hopefully happier athletes