

City North Little Athletics: Volunteer Roles 2019/2020

Job:	Current Holder:	Nomination/Interest:	Brief Description:	Time approx. per week
Centre Manager	David Fitzell	Resigned - Critical	Managing club, meetings, representing club	As required
Assistant Centre Manager/s	Vacant	Vacant – Ideal	Assisting Centre Manager in performance of duties and deputise where necessary	As required
Secretary	Amanda	Confirmed	Minutes, correspondence, representing club	Monthly and where required
Treasurer	Kris	Confirmed – Transition in Process	Receipts, payments, prep centre financial records, present to meeting	As required (approx. 1-2hrs per week)
Registrars	Linda Michelle W (support)	Confirmed	Ensuring all registration details are obtained, correct information forwarded to LAQ	Busy Aug/Sept
Administrator	Michelle W	Confirmed	Assist with whatever admin is required, communicating, email	As required
Coaching Manager	Andrew	Confirmed	Organise coaching, educate parents and encourage participation in associate coaching programs	Tue & Thur, Sat
Canteen Convenor	Vacant – Critical	Vacant – Critical	Supply canteen service, purchase stock, annual stocktake, coordinate canteen and balance monies	Saturdays
Equipment and Facilities Manager	Kent Matt (support)	Confirmed	Control equipment, prepare and maintain area, complete annual stock take.	Saturdays and as required
Uniform Officer	Vanessa	Confirmed	Ensure adequate supply of uniforms, coordinate sales, balance monies	As required
Publicity Officer	Jason	Confirmed	Centre, member, general public and association relations, maintaining pictorial record of activities for the season	As required
Fundraising Officer	Vacant	Vacant	Organise and running fundraising activities	As required
Chief Recorder	Bec Michelle K (support)	Confirmed	Co-ordinate recording of competition results, arrange transfer to master recording sheets and keeping centre records.	Saturdays and as required approx. 9-10hrs
Parent Liaison Officer	Michael	Confirmed	Acting liaison between parents and committee, providing parents with relevant information, ensuring parents are	As required

			familiar with procedures, maintain parent help roster, ensure sufficient age marshals prior to competition	
Trophies Officer	Sally	Confirmed		
Grants Officer	Steve	Confirmed	Preparation and submission of Govt Grants claims	As required
Communications	Shared	Confirmed	Maintaining and updating the City North Team App, Facebook, identifying social media opportunities and supporting David Nissen with website updating and maintenance	As required
Chief Timekeeper	Sally	Confirmed (Support needed)	Uses a multi-time stopwatch for timekeeping and trains others in its use	
Team Manager	Amy	Confirmed	In conjunction with coaches and information from recorder puts together relay teams and advises on all matters to do with teams	Regional/State Competitions approx 20hrs and as required
General Committee Members	Kialee Kylie	Always welcome	Attends meetings, contributes ideas and assists where needed	As required

There are other positions needed which can be determined as either an active or non-active Committee Member.

- Age Marshalls – Accompany age groups to each event to support athlete's, record performance, measure distances etc...
- Event Supervisors – Assists parents with each event (discuss, long jump, high jump, shot put and javelin) *Ideal for the Parent/Carer who has past/present knowledge and experience in the specific event