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# Tea Tree Gully Athletics Centre Inc.

A.B.N. 86 825 909 416

[www.ttgathletics.com.au](http://www.ttgathletics.com.au)

## **Centre Management Committee Position Descriptions**

The following is a brief summary of the duties of the Centre Management Committee (CMC) members. Hopefully this will help you decide which position you will stand for this year!

### **President**

Shall chair all the CMC meetings and undertake other duties as required. The chairman has no voting rights, excepting that of a casting vote when necessary. The President shall be ex-officio member of all sub-committees.

### **Secretary**

The duties of the Secretary of the Association shall be as follows:-

- (a) To collate annual reports for the Annual General Meeting (AGM) and send out the required notices;
- (b) To keep full and correct minutes of all resolutions and proceedings of every general meeting provided for that purpose together with a record of the names of members present at all such meetings.
- (c) To keep a Register of Members setting forth their names and addresses and the dates of payment of subscriptions, and issue membership cards if required.
- (d) To attend to all correspondence, preparation of notices and circulars for the information of members and the distribution of information from the Associations.
- (e) To perform such other duties as the CMC may prescribe.

### **Vice President – Little Athletics (LA)**

Shall chair L.A.s sub-committee meetings and share the duties of chairing the CMC meeting with the Vice President (Seniors) when the President is not in attendance. Undertake all other duties as required.

### **Vice President - Seniors**

Shall chair Senior's sub-committee meeting and share the duties of chairing the CMC meeting with the Vice President (LA) when the President is not in attendance. Undertake all other duties as required.

### **Treasurer**

As listed under Rule 21.00 under the constitution, the duties of the Treasurer of the Association shall be as follows:-

- (a) To collect and receive all moneys due to the association and make all payments authorised by the CMC;
- (b) To keep correct accounts and books showing the financial affairs of the Association with full details of receipts and disbursements and other and other particulars usually shown in books of accounts of a like nature and send periodical financial reports to the CMC together with all bank books and statements.

- (c) To submit for audit the books of account to the Auditor of the Association not less than fourteen (14) days before the AGM.
- (d) To perform such other like duties as the CMC may prescribe

#### **Fund Raising Officer**

Shall be responsible for planning all major fund raising activities of the centre.

#### **Publicity and Promotions Officer**

Shall, as instructed by the CMC, prepare and arrange the publications of any material relating to coming events, competitions, visits and social functions. Arrange for the publication of the centres results in the local press. Shall head the Editorial committee and promote the centre in the local community.

#### **Clubroom Management Officer**

Shall, as instructed by the CMC:

- (a) Attend to maintenance and repair of building and grounds as needed.
- (b) Liaise with Tea Tree Gully City Council as needed regarding maintenance and repairs as per Lease agreement.
- (c) Act as contact person for the hire of facilities for private functions and school bookings (including organising canteen support if required).
- (d) Arrange for cleaning of the building.
- (e) Hold the keys for the premises and maintain the key register.

#### **Grounds and Equipment Officer**

The Grounds and Equipment Officer shall organise the marking and maintenance of oval during Track & Field season and ensure that all field facilities and equipment are properly maintained. They shall keep an inventory of all equipment that is available and when necessary shall be responsible for the setting-out of cross-country courses. They are responsible to the President of the CMC and work with personnel rostered by the clubs. [NOTE: The oval is maintained by the council with respect to watering and mowing.]

#### **L.A. Representative**

To attend CMC meetings as a representative from the LA sub-committee if required in order to fulfil the need for two LA representatives on the CMC. The position to be filled by nomination from L.A. sub-committee.

#### **Seniors Representative**

To attend CMC meetings as representative from Seniors sub-committee if required in order to fulfil the need for two Senior representatives on the CMC. The position to be filled by nomination from Senior sub-committee.