



# Tea Tree Gully Athletics Centre Inc.

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www.ttgathletics.com.au

## Seniors Sub-Committee Position Descriptions

The following is a brief resume of the duties of the SENIOR SUB-COMMITTEE. This sub-committee will be self-managing within the confines of the constitution and their budget.

### **President**

The President will also be Vice President of the CMC, and required to attend both meetings. Shall chair the meetings and undertake other duties as required.

### **Secretary**

Shall carry out clerical duties necessary to the efficient running of the Seniors committee, including handling all correspondence, preparation of notices and circulars for the information of members and the distribution of information from the ASA. Shall be responsible for the Senior's sub-committee minutes.

### **Registrar**

Shall register all athletes with ASA on behalf of TTGAC and file centre registration cards. [NOTE: Registration is currently performed online direct with A.S.A]

### **Recorder**

Shall maintain throughout the Track & Field season a result book, showing weekly results of all-registered athletes. Shall provide information for selection of awards. Has the power to co-opt assistance to fulfil any of the above duties.

### **Team Manager**

Shall ensure that competitors are correctly dressed and behave in a proper manner at all times. To assist in organising coaching and training and team selection in conjunction with the coaches and recorder. To keep members informed of competition dates and venues and of team selection. To assist junior members with claims for awards and to provide end of season Best Performance certificates to juniors, to select club award winners in conjunction with members for recording and coaching and education.

### **Social Representative**

To plan and organise social events for the Seniors Athletics community and liaise with the Little Athletics Social Secretary for joint events.

### **Publicity and Promotions Representative**

To liaise between this committee and the CMC Publicity & Promotions Officer regarding planned events.

### **Other Roles**

In addition, the following tasks or duties can be performed by members, which do not necessarily require attendance at meetings, but are important for the continued smooth running of the club:

- (a) Pro Meet Organiser; and
- (b) Coaching and Education Officer.