



Toowong Harriers Inc Committee and Support Roles

Our Athletic Club exists because of our wonderful parent and community volunteers. These roles are integral to running our Little Athletics Centre and Queensland Athletics Affiliation.

President *

Chairs committee meetings. Responsible for all non-Little Athletics club business. banking/cheque signatory. Manages insurance and field leasing matters. Executive Committee member.

Centre Manager *

Maintaining and in consultation, developing, the overall direction for the Little Athletics Centre, and coordinating other Committee members' efforts; representing the Centre at Conference, Regional and State meetings; ensuring all necessary little athletics tasks are allocated and carried out; compiling the weekly notices; writing content for newsletter (in season); attending (almost) all local Competition Meetings; banking/cheque signatory; Min. 3hrs/wk off season, 7hrs/wk in season. Executive Committee Member

Secretary *

Dealing with all Correspondence in and out as delegated or directed by Centre Committee; preparing Agenda and Minutes of Committee Meetings; attending Regional and (half yearly) State meetings; coordinating responses to all surveys/requests for information or directives from LAQ; alternate banking/cheque signatory. Av. 2hrs/wk off season, 5hrs/wk in season. Executive Committee Member.

Treasurer *

Keeping Books of Account for the Centre; preparation (in conjunction with Centre Manager) of provisional annual Budget; receipting of Income and payment of Expenditure; banking; cheque signatory; reporting on Receipts/Payments and Financial Status to monthly Committee meetings; monthly Bank reconciliation; completing accounts for Audit. Av. 3hrs/wk off season, 6hrs/wk in season. Executive Committee Member.

Seniors Co-ordinator *

Co-ordinates activities of Senior (Queensland Athletics) Club. Organises Toowong Harriers hosted cross-country events.

(It is highly preferable that we have two volunteers for this role and it can be shared – with a split between summer QA season and Cross Country)

Records and Nominations Officer *

Reviewing and troubleshooting all registration issues; including follow up for "try-outs", unrepresented birth certificates, incomplete payments, and controlling and compiling all nominations for Regional and special events; Leading the Recording function for track events at Centre meetings and assisting at Regional meetings; on-the-spot error finding; checking initial drafts of database input; preparing McDonalds Cards & Vouchers; Keeping the computer records of Families, Little Athletes, Competitions, Performances, Colour Levels, Point Totals, Improvements etc. on a weekly basis; providing output to Centre Manager, Officials Coordinator, Team Manager, LAQ, others, as required; maintaining back-up and archives.;

Av 1hr/wk off season, 5-6hrs/wk in season.

**Programme Officer ***

Preparing Season Programme to provide appropriate spread of events, taking into account coaching sessions, Relays, Baartz requirements, learning curve etc.; prepare each individual meeting programme to suit expected attendance, in line with season plan, allowing for events lost to rain etc.; document by age-group and for officials. Av. 1hr/wk off season, 9hrs/wk in season.

Coaching Coordinator *

Coordinating the Centre's coaching staff (volunteers & paid coaches) to provide all-round basics and specialist techniques in all disciplines; writing the weekly programme for the all-round training session; encouraging coach inception and education, and advising on courses. Av. 1hr/wk off season, 5hrs/wk in season.

(It is highly preferable that we have two volunteers for this role and it can be shared)

Officials Coordinator

Encouraging parents to officiate/assist; recording those that do (and/or help in other ways); organising officials for Centre meets; inspecting conduct of events during Centre competition; initiating new parents, arranging and supporting officials education, preparing weekly stationery; confirming help at Regional and State meetings; preparing refunds advice at end of season. Av. 2hrs/wk off season, 5hrs/wk in season.

Team Manager

Attending most "away" events (Regional & State Relays, Regional & State Championships, Coles Championships) and appointing substitutes for those not attended; preparing schedules for Regional Relays; confirming teams for Relays; controlling athletes (through Age Group Managers on Regional Relay Day), marshalling, encouragement, follow-up; reporting on events for Newsletter; Av. 2hrs/wk in season, 4hrs/wk before Regional Relays.

Equipment Officer

Ensuring that our equipment is kept in good supply (consumables - eg. caps, batteries) and in a good state of repair (fixed assets - mats, boards, hurdles, trailers etc.); purchasing equipment as authorised; responding to technical/specification changes in any equipment; attending/directing working bees. Av 3hrs/wk off season, 4hrs/wk in season.

Park Maintenance Officer

Keeping an eye on the arena, for the effects of weather (drought, storms, floods), competition, public use; organising marking (dye), mowing (when Council contractors don't, or for special occasions), watering; organising as necessary top-dressing, fertilising, levelling, returfing, etc.; attending/directing working bees; Av. 1hr/wk off season, 4hrs/wk in season.

Canteen Coordinator

Ensuring a supply of marketable food and drink at attractive prices but profitable margins to provide a mainstay of Centre fundraising; purchasing (from Association sponsors where possible), preparation, setting prices, advertising wares, recoveries for unsold material; organising canteen staffing; Av. 1hr/wk off season, 5hrs/wk in season.



Uniforms Coordinator

Reordering of stock for start of season, selling uniform items at centre meets early in the season, maintaining stock throughout the season; Investigating alternative suppliers and alternative products/designs. Investigate shirt sponsorship opportunities.

Grants Coordinator

Developing relationships with and liaison with local politicians. Presenting funding opportunities to Committee and completing Grant Applications with the support of Committee. Assist with Sponsorship efforts.

Publications Officer

Updating and Maintenance of the Centre Handbook, Club website and issue of newsletter (minimum 3) in liaison with Centre Manager and Executive Committee. Arranging appropriate notice of Sign On (plus posters, leaflets); reports of Centre successes, photographs, and other articles in Local (and possibly State) Press; Av. 4hrs/mth off season, 8hrs/mth in season.

General Committee member *

Attends monthly committee meetings and assists with special projects and areas of interest.

The positions marked * are those which normally must be Committee positions, broadly covering our main administrative and operational functions. The unmarked positions are still essential, but support one or more of the Committee responsibilities; incumbents can also be elected to Committee if they so wish. Whilst we can cope with shared roles, it would be preferable to have one appointee and an assistant. All Committee Members and Supporters should try to do their bit at working bees and sign-on. As usual, we have some turnover from year to year and always need new volunteers. Please step-up to help our club continue to thrive into the future.

Ross Anderson – President
Trudy Lennox - Centre Manager