

BOX HILL ATHLETIC CLUB

ROLES AND RESPONSIBILITIES

President

Responsible for coordinating overall operation of the Club and ensuring that all roles are performed in a manner suitable to enable the Club to be successful and meet short term and long term goals. Also responsible for development of goals, plans and procedures for operation of the Club and measuring performance against plan. Requires attendance at committee meetings and club functions and occasional meetings with Athletics Victoria and the City of Whitehorse. Time commitment varies throughout year depending on number of issues to be attended to.

Vice-President

Provides assistance to President and fulfils roles of President should the President be absent. Time commitment is quite small.

Secretary

Responsible for preparing official correspondence issued by the Club, notifying committee members of meetings and distribution of newsletter and other correspondence to members. Responsible for coordinating production of an Annual Report and notifying all members of the Annual General Meeting. Requires ongoing time commitment throughout the year.

Treasurer

Responsible for the collection of money from all income sources including membership, ground hire and fundraising efforts, issue of accounts for payment and receipts as necessary, payment of all accounts for payment and taxes as necessary, preparation of an annual financial statement, arranging audit of the financial statement and preparation of regular reports for committee meetings. Significant administrative effort is required throughout the year to keep the books up-to-date.

Public Officer

Responsible for submission of an annual registration form to the Office of Fair Trading. This role takes very little time each year.

Registrar

Responsible for collection of registration forms and payments from new and existing members, updating membership details on the Club's membership database, sending registration details to Athletics Victoria, receipt of competition numbers from Athletics Victoria and distribution of numbers to members. This role requires significant time input in April and October each year to process registrations prior to the start of the winter and summer seasons, but requires much less time for the rest of the year.

Canteen Manager

Responsible for selection and purchase of stock, coordination of volunteers to serve in the canteen, collecting and banking takings and preparing an annual statement of income and expenditure.

Ground Hire Coordinator

Coordinates with Ground Hire Manager to communicate policies of committee and to ensure that the procedures for managing hire of the ground are being followed. Reports to committee regarding ground hirings and resolves issues raised by Manager.

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Equipment

Responsible for ensuring that training and competition equipment is maintained in good condition and meets technical requirements. Prepares plan for equipment replacement and provides recommendations to committee regarding replacement and repair of equipment.

Maintenance

Maintains register of maintenance tasks and arranges working bees throughout the year to ensure that these tasks are attended to. Liaises with the City of Whitehorse maintenance department to arrange maintenance tasks falling within their jurisdiction.

Fundraising

Responsible for planning, promotion and coordination of fundraising initiatives such as lolly drives, trivia nights, raffles etc.

Sponsorship

Responsible for updating the Club's sponsorship proposal document and approaching potential sponsor requesting support. Also responsible for ensuring that appropriate recognition is provided to existing sponsors and following up to ensure ongoing contributions from them.

Social Coordinator

Responsible for planning, promotion and coordination of social events such as Presentation Night, trivia nights, BBQ's etc.

Newsletter Editor

Responsible for production of at least 6 newsletters each year. This involves collecting results, photos and articles from club members and re-formatting them so that they are suitable for loading into the standard template for publication on the web site.

Web Page Editor

Responsible for maintaining and updating the club web site on a regular basis (at least once a fortnight). Regular tasks include updating the forthcoming events section, uploading the latest results and uploading news items. Other information about the club such as membership forms, records, coaches contact details etc. also require updating on an irregular basis.

Uniform

Responsible for sale of club uniforms to members, including maintaining a register of stock levels and ordering new stock from the Club's uniform manufacturer when stocks become depleted.

Little Aths Liaison

Coordination and liaison with the Box Hill Little Athletics Centre to resolve issues between both clubs and to promote a smooth transition from Little Aths to the Box Hill Athletic Club. It is advantageous if this person is a member of both committees.

Council Liaison

Responsible for liaison with officers of the City of Whitehorse regarding issues related to lease of the ground, capital works and ongoing planning and development issues as well as promotion of club successes to the council.

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Coaching

Responsible for maintaining regular communication with club coaches to inform them of decisions made by the committee and receive feedback from coaches on issues associated with operation of the Club. Ensure that club coaches comply with the Coaches Code of Conduct and encourage the athletes that they coach to support club functions and compete for the Club. Encourages coaches to upgrade qualifications.

Team Management

Responsible for ensuring that team manager are provided for each grade of competition for which the Club enters teams and communicating policies of the Club and decisions of the committee to team managers.

Donations (Barlow Fund)

Responsible for management and administration of the tax-deductible Barlow Fund in conjunction with the Australian Sports Foundation. The role also involves publicising the fund and soliciting donations from members.

Recruitment

Responsible for developing and implementing schemes to promote the club to prospective members and recruiting new members to the Club.

Schools Liaison

Responsible for developing and maintaining close links with local schools in the area to facilitate use of Club coaches to conduct coaching clinics for the school and promote links between the schools and training groups at the Club.

Publicity

Responsible for publicising general results, and in particular successes by Club teams and Club members in the local, State and National media. Also responsible for publicising and promoting major events hosted by the Club at the ground.

Club Merchandise

Responsible for design, arranging production and sale to members of various club merchandise for sale – such as T-shirts, track suit tops, socks, caps etc.

Capital Works

Responsible for management of various major capital works that are undertaken by the Club. This will generally involve close liaison with the City of Whitehorse as most capital works are undertaken in conjunction with the Council. Major works anticipated over coming years include resurfacing and widening of the track, upgrade/replacement of the throwing circles and upgrade of the hammer cage.

Club Records

Responsible for maintaining lists of club records and all-time rankings, updating records on the club record boards in the club rooms and forwarding updates to the club web page editor for posting onto the club web site.

Officials

Responsible for recruiting new officials, encouraging helpers and existing officials to gain accreditation and attend training sessions, coordinating attendance of officials at competitions and maintaining communication with officials to thank them for the efforts and inform them of developments within the Club and the sport as a whole.

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Volunteer Roster Coordinator

Responsible for preparation of a roster of helpers required for tasks such as serving in the canteen, assisting with set up and packing away equipment on competition days, helping at State Championship events and assisting with officiating at Shield competition. Also responsible for writing to people on the roster to inform them of their obligations and confirming that they are available on the dates rostered.

Venue Delegate

Represents the Club at meetings of the Eastern Region competition committee and reports back to committee. The Eastern Region competition committee meets about 6 times each year.

AV Delegates (5 required)

Represents the Club at the three General Meetings of Athletics Victoria each year and reports back to the committee about decisions made at these meetings.

Minutes Secretary

Responsible for recording minutes of committee meetings and distributing them to committee members.

Hardcopy Newsletter Distribution

Responsible for printing and mailout of newsletters to hardcopy recipients (members without email addresses) on a bi-monthly basis. This role involves arranging for photocopying of about 100 copies of the newsletter, folding and inserting into envelopes, printing of address labels from the membership database, sticking labels onto envelopes, sticking stamps onto the envelopes and posting.