



**COLLINGWOOD LITTLE ATHLETICS CENTRE INCORPORATED  
COMMITTEE NOMINATION FORM 2022-23 SEASON  
For Annual General Meeting to be held 8<sup>th</sup> April 2022**

I, the undersigned, wish to nominate.....

For the position of..... on the Collingwood Little Athletics Centre Incorporated Executive or Committee.

Nominator.....

Seconder.....

I accept the above Nomination.

Nominee..... Date.....

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**POSITIONS ON THE COMMITTEE THAT ARE ELECTED BY THE MEMBERS  
(Please see over for a brief description of each role)**

**Executive:**

- President
- Secretary
- Treasurer
- Registrar
- Competition & Program Manager
- Results Manager

**General Members (up to 9) – note you can nominate for a particular role, or simply to be a General Member with the committee to discuss and allocate unfilled roles at its first meeting after the AGM:**

- Equipment Manager
- Communications Manager & Website Co-ordinator
- Cross Country Manager
- Coaching Co-ordinator
- Region/State Carnivals Co-ordinator
- Marketing and Merchandise Manager
- Volunteer Coordinator
- EMR Delegate
- Child Safety Officer

All nominations must use this form. Although nominations can be made up to the time of the AGM, it is preferable that nominations be received by Sunday the 3<sup>rd</sup> of April 2022.

**Please return to:**

Secretary, Collingwood Little Athletics Centre Inc. **via email:** [collingwood@lavic.com.au](mailto:collingwood@lavic.com.au)  
**or Hand Deliver in person to a current CLAC committee member**

## ROLES AND RESPONSIBILITIES

### EXECUTIVE:

- **President**  
Responsible for overseeing all activities of the Centre to ensure they are run cohesively and efficiently. This includes the administration, governance, financial management and member and community engagement.
- **Secretary**  
First point of contact for members and outside parties wishing to communicate with the Centre. Responsible for clearing the mailbox, responding to correspondence, preparing the agenda and minutes for Committee meetings and other administrative tasks for the Centre.
- **Treasurer**  
Responsible for the management of the Centre's financial records, including income and expenditure and the development of the annual budget. The Treasurer also attends to all general banking activities.
- **Registrar**  
Ensures all athletes are appropriately registered with the Centre and LAVic and is responsible for maintaining athlete's records, including personal data, proof of age and the Injury and Incident Register.
- **Competition, Program and Results Manager**  
Provides technical oversight ensuring all events are managed in accordance with competition rules and that support roles (officials, volunteers, coaches) have sufficient knowledge to run their respective events. Responsible for the efficient running of competition days. Programs the season calendar and weekly competition schedules. Ensures the accurate recording of all registered athlete's results and the Centre's athletic records.

### GENERAL MEMBERS (Maximum of 9):

- **Equipment Manager**  
Responsible for the storage, acquisition and maintenance of all equipment owned by the Centre.
- **Communications Manager & Website Co-ordinator**  
Organises any communications to members be it via email, Team App or Facebook. Maintains the social media sites/apps and provides engaging, accurate content on a regular basis to keep members informed and abreast of changes. Responsible for keeping the Centre's website updated with events, dates and information required by members and interested parties.
- **Cross Country Manager**  
Responsible for the organisation and running of the Centre's winter cross country season.
- **Coaching Coordinator**  
Develops the Centre's weekly training program and co-ordinates a team of coaches to deliver training for CLAC's registered athletes. Assists in further education for coaches as required.
- **Region/State Carnivals Co-ordinator**  
Responsible for managing CLAC's participation in region/state track and field, multi-event and relay carnivals, working with Committee to ensure all requirements of participation are met.
- **Marketing and Merchandise Manager**  
Monitors sales and orders uniforms and other merchandise, ensuring compliance and profitability. This includes organising medals, trophies or ribbons awarded to athletes and others throughout the season and banners or other CLAC branded material.
- **Volunteer Coordinator**  
Organises and co-ordinates the parent volunteer roster each week and liaises with the volunteers on competition days to ensure all events are adequately filled and roles are clear.
- **EMR Delegate**  
Represents the Centre at Eastern Metropolitan Region committee meetings.
- **Child Safety Officer**  
First point of contact for athletes, members and parents on matters regarding child safety. Ensure that appropriate policies and practices are developed and reviewed regularly.