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3	Committee	Duties	Time commitment	Lead	Support	Other roles	Duties	Time commitment	Lead	Support
4	President	Oversee the running of the club. Chair monthly Committee meetings (up to 10x/year). Trouble shoot on event days. Key official at regional events. Liaise with co-tenants and council. Run AGM .	3-5 hours - month		Shane	Age group coordinator	Co-ordinate the athletes to attend their events, and other parents in the age group to assist with duties e.g. with raking, measuring, recording, marshalling	3 hours – on competition & event days	As required	Not required
5	Vice president	Help support and advise centre President. Take on the role as acting President in the Centre Presidents absence. Attend monthly Committee meetings (up to 10x/year)	3-5 hours - month	George Lai		Announcer	Be 'the voice' of the competition and event days Announce important information, updates, start times, events etc Assist to set up / pack down the audio equipment	3 hours – on event and competition days Maintain equipment	Greg Russo	Shane Adams
6	Treasurer	Collect fees and levies, keep accounts and records, oversee financial transactions and cashflow, prepare financial statements, accounts and audits, attend monthly Committee meetings (up to 10x/year)	3-5 hours - month	Matt Jackson		Awards coordinator	Prepare the Age Group folders and baskets for competition days e.g. awards nomination forms, results sheets, schedule, pens, vests etc Record award recipients and maintain award register to ensure all athletes receive an award by season's end Check folders and baskets each week Assist in the office on competition days with general queries, rostering etc.	1 hour – on competition and event days 1 hour weekly – admin of awards	Amy Perkins	Karla, Sue, Emma
7	Secretary	Prepare and lodge affiliation with LA Victoria ahead of season start. Annual booking of grounds via Council. Oversee club email, new family enquiries, member questions, and other inbound contact. Attend and note committee meeting each month. Send monthly agenda & minutes to Committee. Regular pick up of mail from Chelsea Post Office. Review/approve banking transactions set up by Treasurer. Monitor, manage & respond to LA Vic & Region contact as required. Attend LA Vic AGM (or any Exec).	3-5 hours - month			BBQ coordinator	Co-ordinate BBQ stock and supply levels Weekly shop for supplies (e.g. sausages, bread, rolls, eggs, bacon, onions etc.) Co-ordinate weekly roster of helpers Assist with set up / pack up of BBQ on event days	1 hour per week (shopping) 2-3 hours – on competition & event days		
8	Assistant Secretary	Provide support to Secretary and stand-in as required, attend monthly Committee meetings (up to 10x/year)	3-5 hours - month			Canteen coordinator	Co-ordinate canteen stock and supply levels Shop for stock, as required Co-ordinate and train-up weekly helpers rostered on Clean canteen after each competition day	1 hour per week – shopping 2-3 hours – co-ordinating canteen on competition & event days		
9	General Committee 1	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month	Paulo Lay	Not required	Coaching coordinator	Co-ordinate coaching roster and weekly training sessions Oversee and assist with weekly coaching Formulate coaching program (training available) Relay coaching co-ordination	Complete coaching course, as required 1 hour - Training session attendance, usually one day per week/16 wks	Claudia Cazaux/Paulo Lay	Lucy Whitney Heathershaw, Tyson Holbery
10	General Committee 2	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month	Amy Perkin	Not required	Comms coordinator	Collate and present information for local media e.g. newspapers Update the centre's official website Maintain Facebook and other social media with updates Take photographs on competition and event days for posts and marketing Issue regular newsletters, in conjunction with the President Assist with sponsorship	1-3 hours on competition days Update social media and prepare information	Greg Russo	Caroline Holbery
11	General Committee 3	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month	Shane Adams	Not required	Coordinator of Age group coordinators	Brief coordinators before each week Ensure coordinators are there each week, send emails to seek confirmation of attendance	1 hour per week	Tyson Holbery	
12	General Committee 4	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month	Greg Russon	Not required	Equipment coordinator	Monitor condition of equipment, informing committee of any necessary replacements, upgrades Meet helpers at the track on competition days to help co-ordinate set up (7.30am) – outlining roles and set up Open up the storage facilities and enable access to equipment Help co-ordinate pack up and guide those rostered on, ensuring equipment is put away correctly	2-3 hours – on event and competition days	Greg Russo	Paulo Lay
13	General Committee 5	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month	Anthony Cafarella	Not required	Finish line team	Oversee the electronic gates system Set up / pack down the gates and electronic equipment Link the gates into the results entry system Co-ordinate results entry for track events Coordinate and train-up helpers (training sessions are usually conducted prior to the season starting)	Training commitment and system checks 3-4 hours – on competition & event days	Ron Koczek, Geoff Laughlin, Matt Tuininga	
14	General Committee 6	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month	Brett Pettigill	Not required	Gift / open day	Chelsea Open Day Co-ordinate Chelsea Open Day (we have held 35 annual Open Days) Oversee preparation, scheduling, on-line systems and registration Ray White Chelsea Gift Assist to run the annual Ray White Chelsea Gift Liaise with committee	As necessary - likely to be 8+ hours to arrange an event training and guidance available	Ron Koczek	Multiple people required

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15	General Committee 7	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month	Emma/Tyson Holbery	Not required	Key officials	Only required for Regional and State events (e.g. announcer, field or track events) Require some training to understand rules Need to attend for whole duration of events - usually 2 days	2 full days at regional and state championships	Multiple people required	Shane Adams
16	General Committee 8	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month		Not required	On track coordinator	Co-ordinate / oversee U6 and U7 On Track training program Co-ordinate On Track assistants roster and helpers each week Set up / pack up the On Track area and activities Co-ordinate parents to help with duties e.g. measuring, recording, raking, marshalling	1-2 hours per week – rostering and programming 3 hours – on competition & event days		Karla Wallis can mentor
17	General Committee 9	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month		Not required	Program entry	Week to week entry of results and printing	1-2 hours per week	Matt Tuininga	Not required
18	General Committee 10	Attend monthly Committee meetings (up to 10x/year), other duties to ensure the club can run (2-3duties)	3-5 hours - month		Not required	Regional events duties	Complete required duties such as track marshelling, field events measuring.	1-2 hours on regional event days	As required	Not required

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19						Regional events team	Coordinate regional track and field events. Oversee athlete registration for regional events. Liaise with parents regarding duties to be performed on the day of regional events.	As required. Two full weekends during season	Multiple people required	Audrey Hulme, others required
20						Registrar team	Oversee athlete registration including new memberships and enquiries, keeping the official on-line system up-to-date Register and follow up new and trialling athletes Complete temporary patches on competition and event days Assist with event scheduling based on registration numbers for Age Groups	1-2 hours pre-season - Attend official registration days 1-2 hours per week – General administration 1-2 hours – on competition & event days	Multiple people required	Janelle Russo will mentor
21						Relay events	Coordinate regional relay events. Put relay teams together. Organise training. Oversee athlete registration. Likely events are Mentone relays, Regional relays, State relays	As required One full day during each event	Multiple people required	Audrey Hulme, others required
22						Results entry	Prior to competition day, prepare event sheets and age group folders On competition days, ensure all event sheets and data have been entered into the electronic on-line system (Timing Solutions) Review results for accuracy, and escalate any anomalies to committee	1-2 hours – prior to competition days 2-3 hours – on competition days	Multiple people required	Amy Perkin
23						Roster coordinator	Oversee the official centre duty roster (each family must fulfil 3 compulsory duties each season) Assist to register parents (including new members) on to the roster e.g. pre-season at patch collection days and during the season Check who's rostered on for weekly duties, ensuring there is enough people rostered, and issue a reminder to them about their role & start time (usually via email) Escalate to committee where additional help is required	1-2 hours - on patch collection days 30 mins weekly – coordination	Multiple people required	Multiple people required
24						Season calendar coordinator	Prepare draft seasonal calendar (once off activity) prior to start of season. Present to Committee and amend as required	4-6 hours.		Anthony Cafarella to mentor
25						SMR liaison	Attend SMR meeting once per month. Report back to committee regarding SMR meeting outcomes each month (about 6-7 times for the season)	2 hours per month		
26						Sponsorship team	Oversee sponsorships and community partnerships Upkeep liaison with sponsors Help attract and recruit new sponsors Assist with sponsorship budgeting and funding allocation	Pre-season Update sponsorships and partnerships as necessary	Matt Jackson	Greg Russo, Paulo Lay
27						Stakeholder liaison	Kingston Council information & liaison officer Help co-ordinate in-schools programs (in conjunction with LAvic) Inter-centre communication (role with Southern Metropolitan Region) Co-tenants liaison officer – e.g. soccer, baseball and cycling clubs	Varies depending on role - unlikely to be 1-2 hours per month		
28						Starters	Starters – Perform starters duties as required All starters must complete the official starters course (paid for by the centre) Familiarise yourself with the starting system	3 hours during competition days		
29						Starters Coordinator	Starters co-ordinator – Oversee weekly starters roster and assign starters to track events	Training course – usually 3 hours 2-3 hours - on competition & event days		Kaih Mitchell
30						Technical and IT support		As required		

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31						Track marking	Mark the running track and on-field event areas. Maintain marking equipment andMark the running track and on-field event areas. Maintain marking equipment and order stock, as required. order stock, as required.	Pre-season track mark Once per week – 2 hours (re-mark areas) or Fortnightly – 4 hours		Multiple people required
32						Uniform	Maintain stock levels and ordering Assist in the office on registration and competition days for athletes wanting to purchase uniforms Liaise with committee on uniform specs, quantities & budgeting	Pre-season stock take & ordering and re-stocking supplies 2-3 hours – on event and competition days		
33						Working bee coordinator	Coordinate working bee the week prior to the season start. Set up roster and schedule for working bee. Send communication to members	As necessary, 3 to 4 hours on day of working bee		
34						Miscellaneous activities	e.g. first aid, Bunning BBQ organiser, Covidsafe Officer, handyman, cleaning duties at the end of each session, general office duties, Coles Banana pick up, equipment fixer upperer (maintenance).	As required	Multiple people required	
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