



Calwell Little Athletics Club Incorporated

Role Statement – Vice - President



Overview

The Vice-President is assistant principal leader and committee member of the Calwell Little Athletics Centre and has overall responsibility for supporting the Centre's administration. This role requires a high level of collaboration, good organisation, communication and delegation skills.

This role may be performed in conjunction with other functions as necessary or as required by the Club. There are various activities that need to be undertaken for the running of a community club and the Vice President Role also has responsibility for undertaking the Presidents role when absent.

Often this role is occupied by an outgoing President, or someone interested in moving into the President role in coming years.

The role of Vice President may also include:

- ✓ Attend the ACTLAA AGM and Conference.
- ✓ Ensure that CLAC has representation on ACTLAA Board of Management or Committee positions.
- ✓ Attend ACTLAA Committee meetings.

Other tasks:

OFFICER FOR OFFICIALS

- ✓ Encourage parents to complete Officials Certification.
- ✓ Parents of all athletes competing in these carnivals are required to undertake official's duty.
- ✓ Maintain register of qualified officials.

Sponsorship & Grants

- ✓ Prospect potential new sponsors
- ✓ Liaise and communicate with existing sponsors
- ✓ Organize fund raising initiatives
- ✓ Procure give away and raffle items
- ✓ Ensure payment from sponsors is fulfilled
- ✓ Research Grant opportunities
- ✓ Communicate with relevant Government department for applications & fulfilment