



Calwell Little Athletics Club Incorporated

Role Statement – President



Overview

The president's role in the club needs to be more action and less doing, with regards to the efficient running of the club. The president will utilise various members of the committee to ensure important components are managed.

The President is the principal leader and committee member of the Calwell Little Athletics Centre and has overall responsibility for the Centre's administration. This role requires good organisation, communication and delegation skills.

The president will work directly with the following members on a regular basis:

- ✓ Vice President
- ✓ Secretary
- ✓ Treasurer
- ✓ Registrar
- ✓ Head Coach
- ✓ Coaching Coordinator
- ✓ Communications Manager

The role of president includes, but is not limited to:

- ✓ Attend the ACTLAA AGM and Conference.
 - This is not mandatory, but highly desirable to get a feel for the issues facing Little Athletics in the ACT, to set up links with other Centres and to gather any information of benefit to our Centre. ACTLAA AGM usually occurs in June.
- ✓ Ensure that CLAC has representation on ACTLAA Board of Management or Committee positions.
- ✓ Attend ACTLAA Committee meetings.
 - Convene, set agenda and chair CLAC committee meetings in accordance with the Constitution, ensure all members have fair hearing.
- ✓ Coordinate overall operation of the Centre and ensure that all roles are performed in a manner suitable to enable the smooth running of Centre meets, facilitate changes as required in accordance with the constitution

***** Parent compliance** - Maintain a register of kids (who don't have a parent present). Ideally for serial offenders or those that it is an issue for the Age Manager.

- Doesn't include parents with multiple kids (with their other child that day).
- Handing out of slips to parents.