



## POWERS AND DUTIES OF INDIVIDUAL CENTRE MANAGEMENT COMMITTEE MEMBERS

The Centre Manager may carry out any function or enter into any agreement etc. on behalf of the Centre and he/she shall be responsible for:

- a) the proper control, planning and implementation of the activities of the Centre in terms of this Constitution and the Constitution of the LAQ .
- b) the proper conduct of all competition staff of the Centre and all Centre Management Committee Members.
- c) having any formal or informal meetings.
- d) arranging or doing all things necessary to further Little Athletics within the area from which such athletes are drawn.
- e) acting on behalf of the Centre in matters forthcoming to the Centre.

The Secretary shall:

- a) ensure that sufficient and appropriate notification is given to members in respect of all meetings of the Centre.
- b) cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General meeting to be entered into a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting. Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General meeting or Annual General Meeting.
- c) cause such minutes to be read or circulated to attendees of the following such meeting.
- d) The Secretary of each Centre Committee shall forward a copy of the minutes and financial statement of (a) Committee Meetings, (b) General Meetings to the Association within fourteen (14) days of being accepted as a true record.

The Secretary of each Centre Committee shall forward a draft copy of the minutes of the Annual General Meeting to the Association within fourteen (14) days of the meeting being held. If the Auditors Report is not available, a copy shall be sent to the Association as soon as it becomes available.

- e) carryout correspondence on behalf of the Centre as directed by the Centre Management Committee.
- f) receive correspondence on behalf of the Centre and present such to each meeting of the Centre Management Committee for acceptance and consideration.
- g) retain a record/copies of all correspondence received by and sent on behalf of the Centre.
- h) when required by the Centre Manager, represent the Centre at any function or meeting.

**The Treasurer shall:**

- a) receive all moneys owing to the Centre, be able to issue receipts for same and ensure such funds are banked in a bank account with the Centre's nominated Bankers.
- b) pay by cheque all moneys owing by the Centre which have been approved by the Centre Management Committee.
- c) keep record of all income and expenditure and assets and liabilities, mortgages, charges and securities of the Centre in a manner which is satisfactory to the Centre Management Committee and Auditor and present to each meeting of that committee a written report of the account balances, accounts received for payment, receipt and expenditure for the period since the previous meeting. For this purpose, a multi column cash book and accounts receipt book should be used. A receipt must be issued for and against each and all moneys received and the duplicate held.
- d) the Management Committee of the Centre shall within three (3) months of the close of the Financial year prescribed:
  - i) prepare or cause to be prepared a statement containing the following particulars:
    - a) the income and expenditure of the Centre during its financial year,
    - b) the assets and liabilities of the Centre at the close of the said year,and c) all mortgages, charges and securities of any description affecting any of the property of the Centre at the close of the said year.
  - ii) cause the financial affairs of the Centre to be audited.
  - iii) present the audited statement to the Annual General Meeting for adoption.
- e) when absolutely necessary and within the express approval of the Centre Manager, effect payment of any amount of an urgent nature which cannot be held over until the next meeting of the Centre Management Committee in which circumstances the matter must then be submitted to the next meeting of that Committee for ratification.
- f) ensure each payment over \$20.00 be made by cheque upon receipt of an invoice and that each cheque requires and has two (2) signatories.
- g) ensure that cheque books issued by the bank be stamped with the Centre's account name. Signatories must ensure before they sign a cheque that:
  - i) there is an invoice, claim or supporting evidence of the Centre's debt.
  - ii) the cheque is in order in all aspects and made payable to the correct payee.
  - iii) the cheque is crossed 'not negotiable'.

Where it is necessary to cancel a cheque it should be marked accordingly and left in the book.

Sufficient detail should be shown on the cheque butt to identify payment to facilitate entry into the cash book.

- h) Periodically reconcile the Centre's financial situation. A reconciliation statement, the method whereby Centre funds as per the cash book and balance of account as per the bank statement are agreed, should be prepared at regular intervals, preferably monthly. Reconciliation will be done by checking the cash book, receipt and payment entries against the credit and debit entries on the bank statement, noting any payments as per cash book that do not appear as a credit entry on bank statement, then allowing for receipts yet to be banked or deposits banked subsequent to issue of statement and cheques not yet presented to the bank for payment, the balance of the cash book should agree with the balance of the bank statement.

**The Registrar shall:**

- a) keep a register in which shall be entered the names and residential addresses of all persons admitted to membership of the Centre and the dates of their admission. This will be done through the Team Manager Program.
- b) ensure that registrations of Little Athletes are submitted to the LAQ within two (2) weeks, together with the appropriate fee. This will be exported as a Team Manager file.

**The Officials Officer shall:**

- a) plan and implement an examination system for officials as is available from the LAQ.
- b) organise Officials for Centre, Region and LAQ competitions as required.
- c) organise officials for Inter-Centre meetings.

**The Program Officer shall:**

- a) prepare a diary of the season's activities from LAQ, Region, Inter-Centre and Centre competitions and championships.
- b) prepare a cyclic programme for normal Centre competitions ensuring, as much as possible, that an equal number of events are conducted for each age group and that no particular type of event is neglected or favoured.
- c) supervise children on day of competition to ensure the programme is followed.
- d) prepare entry forms for championship events or special meetings as required.
- e) in the absence of a Technical Officer on the Committee, the Program Officer shall cover such technical aspects as are necessary for the programme to be run.

**The Records Officer shall:**

- a) ensure suitable records are maintained for all Centre competitions showing any records achieved.
- b) organise the ranking of all athletes for competition.
- c) prepare record details for publicity purposes including Annual Report and local press.
- d) collate entries for all championships and special meetings as required.
- e) notify records and ranking to the LAQ from time to time.

**The Coaching Officer shall:**

- a) organise the coaching of athletes at the Centre.
- b) liaise with the LAQ development staff regarding the organisation of coaching seminars for the education of Coaches and children from within the Centre.

**The Public Relations Officer shall:**

- a) prepare press reports on
  - i) meetings staged by Centre and arrange for those reports to be printed in the newspapers
  - and ii) special interest items concerning children in the Centre.
- b) keep scrap book on all press reports of children in the Centre.
- c) arrange for media to be informed in advance of all special meetings.
- d) organise information for schools, business firms and general public.

**The Technical Officer shall:**

- a) plan and implement the layout of track and field for Centre meetings.
- b) ensure the track and field are correctly marked for all events.
- c) ensure correct equipment is available and used at all meetings.
- d) make recommendations to the Committee in respect of the purchase of all equipment necessary.