



Sub-Committee Nomination Form

Wodonga Little Athletics Centre	
2018/2019 Season	Wodonga Little Athletics Centre
We, the undersigned, wish to nominate the following person	
Name: _____ as _____ (position title)	Current Roles Available: - <ul style="list-style-type: none"> • Saturday Competition • Canteen • Events • Publicity • Equipment Co-Ordinator • Representative Team Development • Fundraising • Athlete Development • Age Group Co-Ordinator Manager • Sponsorship Co-Ordinator • Cross Country Co-Ordinator • Uniform • Schools Co-Ordinator
_____ (proposer name, please print)	_____ (seconder name, please print)
_____ (Signature of proposer)	_____ (Signature of seconder)
I am willing to be so nominated.	_____ (nominee name)
	_____ (nominee signature)
	_____ (date)

Below is a list of general requirements for the available roles listed on the nomination form. This list is not exhaustive and full role descriptions will be available at a later date.

Current Roles Available: -

- **Saturday Competition** – Co-ordination of the roster for Saturdays
- **Canteen – Manager** – The Canteen Manager is responsible for the profitable management and operation of the WLAC canteen.
- **Events** – Bunnings BBQ, Children's Fair, Colour Run, Relayathon, LAVic nominated rounds.
- **Publicity** – Liaising with local media to promote the centre and our athletes
- **Equipment Co-Ordinator** – Maintaining the equipment register and ensuring equipment is marked and labelled correctly and easily for all members to access
- **Representative Team Development** – Promotion and Development of the centres rep teams. Including finding team managers and assistants for the event/s and training leading up to the event/s.
- **Fundraising** – assisting the events team to raise funds for the effective running of the club and to support our athletes.
- **Athlete Development** – Encouragement of participation in programs such as JDS, club coaching and assistance on competition days to reach personal goals.
- **Age Group Co-Ordinator Manager** – Sourcing age group co-ordinators, setting up training sessions and events such as adult aths to encourage family participation on competition days.
- **Sponsorship Co-Ordinator** – Sourcing, maintaining and reviewing current and potential sponsorship opportunities
- **Cross Country Co-Ordinator** – setting up and maintaining a cross country team

- **Uniform** – Stock control and ordering, invoicing and selling of uniforms throughout the season, special order co-ordination (i.e. state caps and shirts)

- **Schools Co-Ordinator** – Confirming booking and requirements with the schools and council. Arranging for the treasurer to invoice the schools.

Please be advised as per the current constitution of Wodonga Little Athletics Rule 16: -

- a) The affairs of the Centre shall be managed by the Centre Executive constituted under rule 16.
- b) Subject to this Constitution and the Act, the Centre Executive:
 - i. shall control and manage the business and affairs of the Centre;
 - ii. may exercise all such powers and functions as may be exercised by the Centre other than those powers and functions that are required by this Constitution to be exercised by the Members in General Meeting; and
 - iii. has the power to perform all such acts and things as appear to the Centre Executive to be essential for the proper management of the business and affairs of the Centre.

and Section 20 part a) The Centre Executive may establish and delegate any of its functions, powers or duties (except this power to delegate) to such committee or committees as it thinks fit and may recall or revoke any such delegation or appointment and may amend or repeal any decision made by such committee.

If you would like further information or to review our constitution, please contact us at wodonga@lavic.com.au