FLAC COMMITTEE - POSITION DESCRIPTIONS

2020

**FLAC Committee**

The following positions are Committee positions. President, Vice President, Treasurer and Secretary.

The Committee is responsible for the governance strategy and administration of FLAC and are elected positions.

For a list of Core Support Roles please see FLAC Website.

\* Cannot be the same person

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| **President\*** | |
| Commitment: | * Weekly (as required) |
| Responsibilities: | * Oversee the efficient running of the Frankston Centre. * Attend (or organise delegation of attendance at) BPAC and SMR monthly meetings. * Represents the centre in dealings with SMR and LAVic. * Development and implementation of strategies and projects for the long-term improvement of the centre. * Adjudicates on disputes. * Attendance at Saturday morning competitions. * Chairing of Executive Committee meetings. * Executive Committee Position |

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| **Vice President\*** | |
| Commitment: | * Weekly (as required) |
| Responsibilities: | * Support role to the President (refer to the President’s position description). * Acts on behalf of the President in their absence. * Attend meetings in lieu of President. * Attendance at Saturday competition. * Executive Committee Position |

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| **Treasurer\*** | |
| Commitment: | * Weekly (as required) |
| Responsibilities: | * Keep proper books of account for all transaction made by the Centre. * Present to each Committee meeting all accounts received by the Centre, since the previous meeting. * Expenses above $2000 must be tabled and discussed at committee meetings prior to payment. * Operational expenses up to $2000, with approval from Committee, may be paid immediately. * Pay on invoice only all accounts passed for payment by the Committee. * Arrange for Centre credit card for payment of online accounts; arrange credit card for Canteen Manager. * Arrange for the President, Secretary and self to act as signatories on all Centre bank and investment accounts. * Arrange internet banking access for signatories. * Collect all fess, levies and other amounts payable to the centre, region or association. * Bank all monies received promptly into the Centre accounts opened for that purpose. * Present to the Committee a detailed budget of income and expenditure for the twelve months with relevant proposals regarding methods of raising finance. * Present a statement of Income and Expenditure and Balance sheet to the Annual General Meeting. * Ensure all books and records are audited. * Executive Committee Position |

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| **Secretary\*** | |
| Commitment: | * Daily (as required) |
| Responsibilities: | * Handle all inward and outward correspondence * File and maintain relevant administrative material. * Photocopy as required for meetings. * Liaison with SMR and LAVic * Distribute Committee reports prior to meetings * Prepare planning schedules for meetings, deadlines of entries, returns and administrative matters * First point of contact for information on Little Athletics * Forwarding of information to all relevant parties. * Prepare agendas for committee meetings including Annual General Meeting * Executive Committee position |

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| **General Committee (3 positions)** | |
| Commitment: | * Weekly (as required) |
| Responsibilities: | * These positions will be filled by persons willing to assist with the governance and administration of FLAC and are expected to perform a Core Support Role. * General Committee position |