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)
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| 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)
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| 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)
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| 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)
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| 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)
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| 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
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