



Croydon Little Athletics Centre

ABN: 72 996 632
956
PO BOX 47
CROYDON VIC
3136

February 2018

Dear Parents and Guardians,

INVITATION - ANNUAL GENERAL MEETING 2017-18

You are cordially invited to attend the Croydon Little Athletics Centre Annual General Meeting on:

**Saturday March 24th 2018
Ruskin Park Primary School
Ruskin Avenue, Croydon
To be held following Club Presentations**

At the AGM, a new CLAC Executive and General Committee for 2018-19 season will be elected. All Committee positions will be open for election and elected on this night.

A brief description of each role and nomination forms are attached. Please consider nominating yourself for a position and become part of the vibrant CLAC team!

Looking forward to seeing you there.

Kind Regards,

Andene Rooke
Secretary
CLAC Executive Committee 2017-18



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At the Annual General Meeting (AGM) each year, a committee of dedicated parents from our Centre come together to form what is known as the General Committee. The General Committee is made up of Executive and General Committee positions and together they oversee the running of the Centre.

If you are interested in being part of the Executive and/or General Committee for 2018-19, please complete the nomination form below and return either via email to croydon@lavic.com.au or return it to one of our Committee members on the evening. See committee descriptions on the next page.

I, _____ (name) would like to
nominate myself for the position of _____ on the
2018-19 Croydon Little Athletics Centre Committee of Management.

Contact Phone Number _____ Email _____

Signed.....

Date.....

(Please note that all elected members must provide a current Working with Children Check)



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The 2018-19 CLAC Executive Committee will be made up of the following positions;

- **President-** is responsible for the general running of Centre including competition days. They will be required to attend meetings and support the other Executive Committee Members in their roles. They are the official spokesperson of the Centre.
- **Vice President-** is to support the President and work with them when needed and run the meetings in the absence of the President. They will be required to attend meetings and support the other Executive Committee Members in their roles.
- **Secretary-** organises the monthly meetings and the Annual General Meeting (AGM). This includes circulating the Agenda prior to each committee meeting, collecting reports from relevant Committee Members, taking the minutes at the meeting and filing all documents from the meetings. They collect and distribute mail, answer and forward emails from Council, EMR and LAVic.
- **Treasurer-** oversees the financial management of the Centre including preparation and monitoring of the budget, payment of accounts, preparation, distribution, collection and counting of all monies incoming, issue of receipts where applicable, preparation of audited financial accounts and provision of a monthly report to the committee.
- **Registrar-** is the contact point for information on Little Athletics. They are responsible for the registration of athletes to LAVic, ensuring athletes are entered into correct age groups. They manage the online registration program, issue competition numbers, compile all necessary paperwork relating to registrations for LAVic.
- **Chief of Officials-** is the main contact for all officials on competition days. They are also responsible for ensuring all officials know how to run the event they are officiating. They oversee the efficient running of the weekly competitions, respond to parent and athlete queries and communicate relevant information to parents on the day.
- **EMR Delegate-** Attends monthly EMR meetings and reports relevant information to the Centre General Committee. They will also be responsible for organising the Team Manager for both Relay and Track and Field Championships.



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The following positions are members of the CLAC General Committee. They work with the CLAC Executive Committee to oversee the running of the Centre.

- **Results Manager-** ensures competition recording sheets are printed before each meet, oversees and assists with data entry.
- **Fundraising Officer-** organises, with the assistance of a fundraising subcommittee, all the fundraising events of the Centre. Fundraising allows the Centre to purchase and upgrade equipment necessary for weekly events. It is such an important role- one the Centre cannot do without! The Fundraising officer is a member of the General Committee.
- **Cross Country manager-** organises and attends weekly Cross Country events, promotes cross country to all athletes, communicates with families and athletes throughout the season.
- **Uniform manager-** purchases and sells uniforms, collects money and issues receipts. Forwards correct money onto the Treasurer.
- **Website and Social Media Manager-** ensures the website is updated weekly with the most up to date information for our current and new members. They are also responsible for updating our Facebook page.
- **Program Manager-** creates and distributes the weekly program. They are also responsible for overseeing the planning of Relaython, Multi Day and Championship Day.