



**Nominations for the Athletics South Board of Management
2021-2022**

Each year Athletics South accepts nominations for all elected positions on their Board of Management. The Athletics South Board of Management controls and manages the affairs and business of Athletics South, including promoting and conducting athletics meets. The Athletics South Board of Management meets at least once every two months throughout the year and board members are expected to attend all meetings.

Elected positions on the Athletics South Board of Management are:

- **President**
- **Vice President**
- **Executive Director**
- **Financial Director**
- **Track & Field Director**
- **Equipment & Technical Director**
- **Development Officer (Official's)**
- **Public Relations Director**
- **Winter Competition Director**

Position descriptions for all elected board positions are attached to this nomination form.

Nominations to be sent to the Executive Director (helenlee52@bigpond.com) by **Monday 5th July, 2021**

I nominate

For the position of

Nominator:

Seconder:

Date:
(In accordance with the Athletics South Constitution 29.1 (a), both the nominator and seconder are required to be current members of Athletics South

I accept the nomination as a member of the Athletics South Board and I understand I am expected to attend meetings called for by the Board and conduct the duties described in the Position Descriptions.

Signed:

Date Lodged:

Athletics South Board of Management Position Descriptions

PRESIDENT:

- Presides at Annual General Meeting, Special Meetings and all Board meetings (if present).
- Ex-officio member of all Athletics South committees.
- Spokesperson for Athletics South
- Represents Athletics South at functions, external committees as required unless unavailable in which case a proxy, in the first instance the Deputy President, will be appointed.

DEPUTY PRESIDENT:

- Member of the Board of Management.
- Chairs Board of Management meetings in the absence of the President.
- Represents the President as required.
- Co-ordinates the selection of Athletics South representative teams as required with the power to appoint a sub-committee to assist in this role.
- Co-ordinates the selection of the male and female interclub athletes of the season.
- Participates on other special committees e.g. organising committees, on a voluntary basis.

EXECUTIVE DIRECTOR:

- Member of the Board of Management
- As the Secretary of the Board:
 - Records minutes and presents inward and outward correspondence.
 - Prepares correspondence as necessary.
 - Notifies Annual and any special meetings.
 - Liaises with Club secretaries and team managers.
- Liaise with Athletics Tasmania, outside bodies and other persons as necessary on behalf of Athletics South.
- Undertake the role of Public Officer.
- Represent the Board at special meetings and functions as necessary.
- Participates on other special committees e.g. organising committees, on a voluntary basis.
- Appoints individuals or sub committees to assist carry-out his/her duties, including a minute secretary, if so desired.

FINANCE DIRECTOR:

- Member of the Board of Management.
- Responsible for the financial management of Athletics South.
- Prepares financial statement for the monthly Board Meeting.
- Preparation of financial statements for annual report.
- Maintenance and presentation of the Athletics South 'books' for audit.
- Preparation and submission of BAS statements or any other similar statements as required by the Australian Tax Office.
- Responsible for registrations.
- Appoints individuals or sub committees to assist carry-out his/her duties if so desired, e.g. registrar.
- Participates on other special committees e.g. organising committees, on a voluntary basis.

TRACK AND FIELD DIRECTOR:

- Member of the Board of Management.
- Responsible for Athletics South track and field interclub competition in the areas of:
 - programs of events;
 - timetables;
 - points scoring system;
 - interclub rules;
 - weather (and the consequent cancellation or modification of competition);
 - officials;
 - duties of clubs.
- Appoints individuals or sub committees to assist carry-out his/her duties if so desired, e.g. officials' co-ordinator, weather committee.
- Represents Athletics South on the Athletics Tasmania Track and Field Commission.
- Prepares input to Athletics Tasmania handbook and/or Athletics South fixtures card.
- Participates on other special committees e.g. organising committees, on a voluntary basis.

PUBLIC RELATIONS DIRECTOR:

- Member of the Board of Management.
- Responsible for appropriate publicity for Athletics South competitions including media reporting and publication of results.
- Responsible for the promotion of Athletics South activities.
- Responsible for the identification of sponsorship opportunities, the preparation and submission of sponsorship packages.
- Preparation of grant applications as appropriate.
- Appoints individuals or sub committees to assist carry-out his/her duties if so desired.
- Participates on other special committees e.g. organising committees, on a voluntary basis.
- Responsible for updating and moderation of Athletics South Facebook and any other Social media pages which may exist.
- Responsible for Branch website updating.

DEVELOPMENT OFFICER:

- Member of the Board of Management.
- Responsible for Athletic South development activities including athlete and officials' development.
- Liaison with State Development Officer in relation to athlete development activities and Athletics Tasmania in general in relation to the development of officials.
- Appoints individuals or sub committees to assist carry-out his/her duties if so desired.
- Participates on other special committees e.g. organising committees, on a voluntary basis.

EQUIPMENT AND TECHNICAL DIRECTOR:

- Member of the Board of Management.
- Oversees the purchase of equipment ensuring that all purchases comply with specifications where necessary.
- Maintains equipment and oversees the condition of equipment.
- Keeps abreast of changes in technical requirements for competitions.
- Maintains an inventory of equipment.
- Prepares annual estimate of equipment requirements.
- Appoints individuals or sub committees to assist carry-out his/her duties if so desired.
- Participates on other special committees e.g. organising committees, on a voluntary basis.

WINTER COMPETITION DIRECTOR:

- Member of the Athletics South (AS) Board of Management.
- Responsible for AS winter competition including road and cross-country running including:
 - Calendar of events published in the Winter Competition Program;
 - Competition rules;
 - Timing and processing of results;
 - Permissions, including police, local government and land/site owners as required;
 - Maintain a Competition Handbook and other documentation to ensure that AS meets its professional obligations as an event provider;
 - Work with the Public Relations Director on Winter Competition communications and media;
 - Collection and banking of race entry fees.
- Chair the Winter Competition Committee to ensure club participation in the management of the competition.
- Work with other key stakeholders including local Fun Run Directors, primary and secondary schools and Parkruns to promote the Winter Competition.
- Assist Athletics Tasmania and AS in the management of specified events.
- Participate on other special committees e.g. organising committees, on a voluntary basis