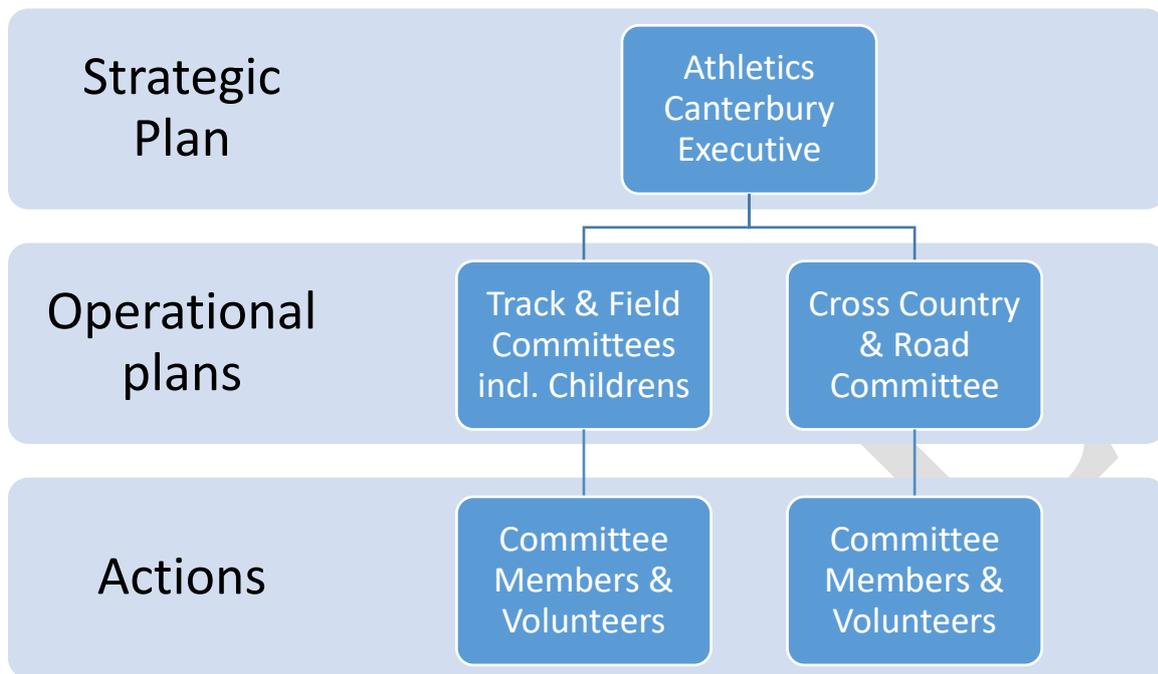


Athletics Canterbury – Lead Roles descriptions

February, 2019



Athletics Canterbury management model operates in a Committee hierarchy where all management groups are committees and do a mixture of strategic and operational tasks. For this model to perform well clear roles and responsibilities should be identified and managed.

Outlined below are role descriptions for key roles that have been identified for both Executive Members and the key functional relationships linked to this group.

All Executive members have general governance responsibility but in addition it is envisaged Executive members will also have a functional role and / or lead and /or be key members of designated working groups. Working groups will second other members as required.

Functional Executive roles:

- President
- Secretary – *can be outside Executive*
- Treasurer – *can be outside Executive*
- H & S

Working Group roles for 2019/2020:

- Marketing & Communications working group leader
- Pathway working group leader (s) – Officials & Athletes
- Coach development working group leader
- Funding & Sponsorship working group leader

Other roles (outside Executive but with responsibility to this group)

- GM – reports to President
- Technical Coordinator
- Official Development Leader
- Membership Coordinator

President – Andrew Stark

The President ensures that the Athletics Canterbury Strategic Plan is developed every 3 years and an aligned work plan is implemented annually.

At the operational level, the major function of the President is to facilitate effective committee and working group outcomes and ensure work for the GM is prioritised, so workload is managed. The GM reports directly to the President.

As the President of Athletics Canterbury, your role includes:

- Chairing Executive meetings
- Chairing the Annual General Meeting
- Representing Athletics Canterbury at local, regional and national levels
- Ensuring the Athletics Canterbury policy and procedures align with ANZ and where necessary working through strategies to improve this – responsible for annual cooperation agreement between the organisations
- Ensuring the 3 yearly strategic plan and annual work plans are developed in a timely manner
- Overseeing and driving all Executive Committee / working group / sub-committee activities to ensure they achieve the outcomes in the agreed strategic plan
- Ensuring the role of the GM aligns with the priorities of the Executive and in particular the working group interactions are managed
- Ensuring the planning and budgeting for the future is carried out in a manner appropriate to the strategic plan and vision
- Leading the culture and purpose of the Centre
- Ensuring the actions, procedures and plans of the Executive committee are communicated to and, when appropriate, actioned by the relevant programme committees.
- Working with the Officials organisation to ensure the agreed needs of Canterbury officials are met
- Introducing new procedures, processes and policies when needed by the Athletics Canterbury Executive
 - Taking advice from identified parties if needed
- Communicating with all relevant parties
- Ensuring Health & Safety criteria are met (see below)

Secretary – Daniel Reese

The Secretary is the key administration officer of the Centre. This person provides the link between members, the Executive committee and outside agencies (such as Athletics NZ, Athletics Clubs and other organisations). The position of secretary is often the first point of contact for people who need information or details about activities.

As the Secretary of Athletics Canterbury, your role includes:

- Managing Mail/correspondence – inward/outward
- Fulfilling Meeting procedures (including minutes)
 - Agenda items to be asked for 10 days prior; Agenda circulated one week before meeting.
 - Draft Minutes circulated to the Executive within a week of a meeting and after feedback from the executive, this “draft” copy be sent to all members of sub committees.
 - An abridged copy to be sent to all clubs etc. after they have been approved at a subsequent monthly meeting.
- Communication and public relations – inward/outward in line with policy
- Filing appropriate documents e.g.
 - Retaining a hard copy of each year’s AGM booklet and minutes
- Any word processing pertaining to Athletics Canterbury Executive activity
- Administration supplies/equipment / keys

Treasurer – Steffany Davis

It is important that the Treasurer does not operate in isolation because financial resources are critical to the development and implementation of strategic and operational plans. The Treasurer must be accountable to the Executive Committee and ultimately the members of the sport for all financial transactions. Separation of powers and conflict of interest are important concepts in this regard. In order to minimise the risk of errors, misuse of funds or fraudulent activities, all financial transactions (e.g. receipting cash or making payments) should pass through at least two parties.

As the Treasurer of Athletics Canterbury, your role includes:

- Ensuring adequate accounts and records exist regarding financial transactions including accurate and up-to-date records of all income and expenditure
- Coordinating the preparation of a budget and monitor monthly
- Issuing receipts and promptly depositing all monies received in the bank account
- Making all approved payments and invoice groups/members promptly
- Acting as the signatory to the Centre’s bank accounts, cheque accounts, investments and loan facilities (with at least one other Executive Committee member)
- Managing the Centre’s cash flow and be accountable for the Centre’s petty cash
- Preparing and presenting regular financial statements to the Executive Committee at meetings
- Negotiating with banks for term deposits, overdraft facilities and other facilities where required by the Executive Committee
- Regularly filing business activity statements (including GST) with the relevant authorities, where applicable
- Filing any annual returns required such as the return to the Charities Commission/Incorporated Society/Companies Office.
- Preparing financial accounts for an annual audit, and provide the auditor with information as required
- Preparing an annual financial report

Health & Safety – Andrew Stark

The Athletic Canterbury Executive acknowledges they have an overall responsibility to ensure Health & Safety standards ensure the overall well-being of our people. Accordingly, the President will:

- Make sure Athletics Canterbury has established best practise principles in relation to New Zealand’s Health and Safety legalisation
- Ensure the GM keeps up to date with the latest Health & Safety regulations and implements these
- Ensure all stakeholders observe and follow established health and safety guidelines and legal requirements
 - These include, but not limited to: Athletes, Coaches, Officials, Parents and Administrators
- Ensure the Incident Register for all Athletics Canterbury events that require one is present and used
- Ensure groups are working to keep hazards to a minimum and any hazard prevention actioned promptly
- Keep in regular contact with Athletics NZ on any required implementation of new H&S regulations and legalisation
- Advise the Executive Committee on new environmental and safety matters, laws and regulations affecting the Centre
- Be the focal point for all safety enquiries not handled by the GM
- Ensure induction material of new members, coaches and officials is available which outlines safety and health aspects of all events
- Review Centre policies to ensure OH&S compliance
- Make recommendations to the Executive and Operational committees when appropriate
 - Enforce if needed

Coach Development Leader – Sam McLean

Coach development and retention is seen as a critical area of activity for the Executive for 2019 and 2020.

As the lead Executive Committee member for this area it is your role to:

- Strengthen the relationship between the Executive and Coaches, by introducing new and effective initiatives. This may include, but are not limited to:
 - Initiatives designed to aid the Recruitment, development and retention of Coaches
 - A mentoring programme for coaches
 - Development of a coaches database
 - Regular training and interaction with coaches

Pathway Leaders – Monique Gale & Avril Davies

As well as their investment in coach development, the Athletics Canterbury Executive has identified a real need to provide pathways for both athletes and officials as a critical focus area for 2019/20.

As the lead Executive Committee members for this area it is your role to:

- Strengthen the relationship between the Executive, athletes and officials by introducing new and effective initiatives to retain and grow numbers of people fulfilling their potential in the sport. This may include, but is not limited to:
 - Initiatives designed to aid the recruitment, development and retention of athletes and officials
 - Development and implementation of mentoring programmes for athletes
 - Providing clear pathways for promising athletes
 - Overseeing funding support to enhance the performance of Canterbury people on the national and international stage
 - Working with the Officials group to promote training and gaining of qualifications to enhance this group

It is noted that unless the number of officials is grown it will be difficult to attract more people to the sport without compromising standards. By 2020 then it will be important this working group grows the number of trained and working officials to a level they, in conjunction with the operational committees deem necessary to sustain the programmes.

Funding & Sponsorship Leader – Steffany Davies

While the work in this area is largely delegated to the GM, the Executive need to ensure all funding applications and sponsorships work across the sport in a positive and appropriate manner.

This leader will work with the President, the GM and, where appropriate, sub-committees to manage the sale of sponsorship opportunities across our wide array of events. The sponsorship leader must work closely with the Communications & Marketing working group leader to ensure alignment.

As the Funding & Sponsorship leader of Athletics Canterbury, it is your role to

- Ensure sponsorship opportunities across the sport are maximised and any potential conflicts of interest resolved

In addition the President will oversee the following work by the GM:

- Soliciting of businesses and other organisations for sponsorship
- Selling sponsorship
- Managing sponsor expectations
- Negotiating sponsorships and reviewing all deals for fit.
- Securing approval for any departures from pre-approved rights and benefits

Marketing & Communications Leader - Annette Campbell

The Marketing and Communications group are responsible for overseeing the implementation of the marketing plan, promotional activity and all communications, other than administrative, to both the wider community and members. This covers the marketing of existing programmes, developing new events to grow the sport and keeping the community engaged.

As the Marketing and Communication leader for Athletics Canterbury, your role includes:

- Developing then overseeing implementation, once approved, an annual marketing plan
- Developing then overseeing implementation, once approved, an annual communications plan
- Ensuring the terms of the agreed media policy are met
- Working with the Treasurer to develop a budget for the marketing and communication plans
- Submitting regular reports (bi-monthly) to the Executive Committee on the above
- Annually undertaking a review of the marketing and communication plans and refining as appropriate

Online Activity – C & M working group

This activity forms part of the marketing strategy and will be overseen by the Marketing group. Various people have specific roles within this area and must fulfil their roles in line with their delegated authority and the media policy.

Social media sites viewed publicly online include the Website, Facebook, Twitter and YouTube. This activity will be used to:

- Increase the fan base on sites such as the website, Facebook, Twitter, and YouTube
- Build a following online
- Increase audience participation
- Draw new visitors
- Drive traffic to events and activities
- Deliver regular updates to followers
- Retain visitors through one on one interaction
- Promote activities in-line with our sponsorship obligations

Other Roles

Technical Coordinators – Craig Brown, Alan Tucker and John Gamblin

As the lead technical coordinators of Athletics Canterbury it is your role to make sure AC is using current best practise models to deliver our sport. This includes, but is not limited to:

- Making sure that all technical equipment is in good condition, ready to be used
- Liaising with appropriate Operational Committees on available latest technology
- Making recommendations, with supporting documentation, to the Athletics Canterbury Executive / committees on technical equipment purchases

Official Development – Ruth Liong

As the lead Athletics Canterbury member for this area it is your role to strengthen the relationship between the Executive and Officials, by introducing new initiatives. This may include, but is not limited to:

- The recruitment, development and retention of Officials
- A mentoring programme for Officials
- Regular training and interaction with Officials

Registration Secretary – Shona Brown

The Membership Coordinator works closely with the Athletics NZ membership personnel and Sport Technology Group staff and is responsible for organising all important data for the Centre. They manage the security of all documents as well as its recovery on the database and make sure that the data used is consistent among the users.

As the Membership Coordinator of Athletics Canterbury, it is your role to:

- Maintain the database for the Centre so it is easy for all users to access and use
- Maintain the security of all documents and identity of all the users that are authorised to access it
- Control the users who can access the database