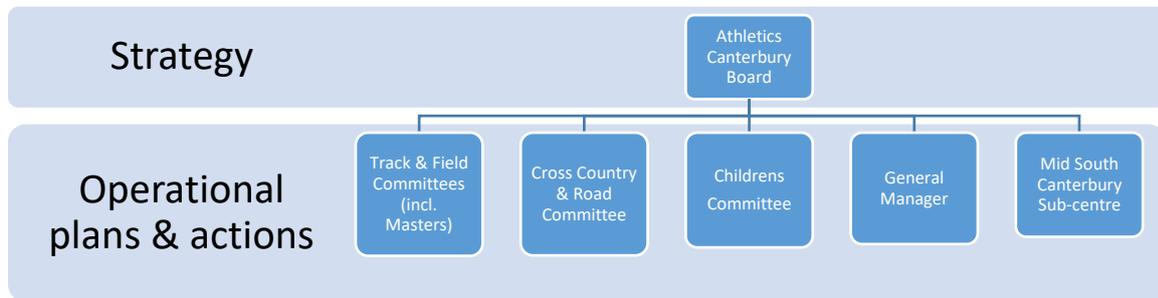


Athletics Canterbury – Lead Roles descriptions

July 2019



Athletics Canterbury management model operates in a hierarchy:

- A small Governance level with a Board made up of members responsible for the effective governance of the sport.
- An operational level with various committees, a sub-centre and a General Manager who are responsible for the operational requirements to run the sport on a season to season basis.

In addition to these groups, the Board has also developed several working groups which are looking to implement the medium to longer term strategic initiatives identified in the strategic plan. Members of the working groups will include at least one Board member as well as other members of the sport.

Outlined below are role descriptions for key functional roles within the Board; the leaders of the various working groups and other key roles, outside the operational groups identified above. Which report to the Board.

Functional Board roles:

- President (incl. H & S)
- Secretary – *can be outside the Board*
- Treasurer – *can be outside Board*

Working Groups for 2019/2020:

- Marketing & Communications
- Pathway Groups– Officials & Athletes
- Coach Development
- Funding & Sponsorship
- Nga Puna Wai Activation working group

Other roles

- Technical Coordinators
- Official Development Leader
- Membership Coordinator

Functional Executive Roles:

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. 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.

The President of Athletics Canterbury role includes:

- Chairing Board 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 Board / 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 Board 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 Board 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 Athletics Canterbury
- Communicating with all relevant parties
- The Athletic Canterbury Board 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
 - 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
 - Advise the Board 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 Board and Operational committees when appropriate

Secretary – Daniel Reese

The Secretary is the key administration officer of the Centre. This person provides the link between members, the Board and outside agencies (such as Athletics NZ, Athletics Clubs and other organisations).

The Secretary of Athletics Canterbury 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 Board within a week of a meeting and after feedback from Board members, 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 Board activity
- Administration supplies/equipment / keys

Treasurer – Steffany Davis

The Treasurer of Athletics Canterbury 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 Board 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

Working Group Roles:

Coach Development Working Group Leader – Sam McLean

Coach development and retention is seen as a critical area of activity for the Board for 2019 and 2020. This group leader should:

- Strengthen the relationship between the Board 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 Working Group Leaders – Monique Gale (Athletes) & Avril Davies (Officials)

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

- Strengthen the relationship between the Board, 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

Funding & Sponsorship Working Group Leader – Steffany Davies

While the work in this area is largely delegated to the GM, the Board 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.
- Oversee (with the President) 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 Working Group 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.

The Marketing and Communication leader 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 Board on the above
- Annually undertaking a review of the marketing and communication plans and refining as appropriate

Nga Puna Wai Activation Working Group Leader – Ian Thomas

Maximising the use of Nga Puna Wai is a key part of the role of the GM. It is though recognised this is a task that needs to be shared rather than expect only one person to fulfil. Consequently, the Executive have developed the NPW activation working group with the expectation this group of people will to work together to optimise the use of these grounds.

This working group is expected to identify and introduce new and effective initiatives to maximise the use of NPW whilst ensuring the needs of the sport are not compromised. These may include, but are not limited to:

- Increasing the number of community groups and schools using the grounds on a regular basis through promotional activities
- Instigating new events to increase the use of the facility
- Working with other sports providers to increase the use of the track

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 Athletics Canterbury 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 Board / 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 Board 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 (finishing at the end of 2019/20 season)

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

It should be noted the GM has a separate position description and the operational committees have, or are developing, their own guidelines.