**UniSA Athletics Club: Executive Committee Position Descriptions**

**President**

The roles/ tasks of the President are to:

* To coordinate Executive members and Club members to stage Club activities.
* Chair all General and Executive Club Meetings.
* Present an Annual Report at the club’s AGM.
* Provide leadership and encouragement for the Committee.
* Act as the chief spokesperson for the club.
* Submit an Annual Report to UniSA Sport.
* Attend UniSA Sport Club Delegate meetings.
* Maintain regular contact with the UniSA Sport office.

**Vice President**

The roles/ tasks of the Vice President are to:

* Fulfill the duties of the President in the event of the President’s absence.
* Assist the President with their role as required in the event of the President’s presence.
* Provide leadership and encouragement for the Committee.

**Secretary**

The roles/ tasks of the Secretary are to:

* Arrange general and executive meeting and prepare agendas, papers, record minutes and take the necessary action to implement Committee decisions.
* Manage and conduct all correspondence connected with the club’s activities.
* Maintain club records including a register of members
* Maintain regular contact with the UniSA Sport office.

**Treasurer**

The roles/tasks of the Marketing Coordinator are to:

* Keep a detailed record of all club transactions including all income received and payments made by the Club
* Present a financial statement to each meeting of the Executive Committee and club.
* To present an audited financial report to the AGM and UniSA Sport for:
  + The last financial year, and
  + The period since the end of the last financial year
* To prepare an annual budget for the Club
* Collect and bank all income in an account
* Prepare application for grants from UniSA Sport or other bodies
* Maintain regular contact with the UniSA Sport office

**Marketing Coordinator**

The roles/ tasks of the Marketing Coordinator are to:

* Actively update the club’s different social media platforms & website.
* Promote club’s key activities and events throughout the year.
* Promote sponsors, especially promoting special offers from sponsors.
* Maintain the club’s public presence, in accordance with UniSA Sport Branding Guidelines.
* Facilitate social media participation and engagement within club stakeholders.
* Collaborate with the committee to ensure their message and stories are being continually promoted and communicated in a consistent manner.