

President

Workload varies greatly depending on events within the club. On average, around 6 hours a week during off season mostly administrative work away from the track, and 20 hours a week during the summer season, around half an hour contact at the track.

Vice President

Workload includes assisting the executive and general committee, after hours attendance at monthly BSLAC committee meetings and representation at external meetings, as well as attending to business hours and after hours communications. Workload equates to peak season up to 20 hours/week and off-peak season up to 10-12 hours/week.

Secretary

Workload varies depending on the events that happen at the club. On an average around about 4-6 hours a week in off season with all administration work. The Secretary does about 15-20 hours a week in the summer season depending on what events are going on at the club mostly administration.

Treasurer

Workload averages around 8 hours per week, mostly after hours administrative work.

Registrar

Work entails approximately 20-25 hours/week from August to the end of October. After this period, the workload reduces to approximately 5 hours/week. This involves scrutinising all registration data, attending to customer requests, liaison with the association, updating/maintaining WWCC register and setting up/conducting registration days.

Championships Officers

Weekly setup of field sheets and age group folders includes system check-ups 2.5 hours per week for 18 week season. Setting up for gala day entry management 2 hours for 4 weeks, lead up for zone 3 hours for 4 weeks, zone organizing 4 hours for 3 weeks. State relays pre selection 1 hour for 3 weeks, team selection 2 hours for 3 weeks, team organization 3 hours for 3 weeks. Centre championships athlete selections 2 hours for 6 weeks, centre championships program and system setup 12 hours for each week. End of year system check and award calculations total 20 hours. Weekly assistance for ground set up and maintenance 2 hours for 18 weeks.

Recorder

Currently 6 hours/week in the peak season setting up electronic equipment and manual recording papers, checking results, filing paperwork and answering result enquiries. If all results are not 100% correct then add another 3 hours/week for results entering and checking. No hours during the off peak season.

Officers for Officials

During the peak season, the Officer for Officials role commences with 2 hours organising and briefing Age Group Managers, assisting age groups up to 5 hours/week for 18 weeks, centre championships set up and marshalling 8 hours/day, organising parent helpers for carnivals 2 hours lead up and 8 hours/per day each carnival, track inspection and preparation during wet weather 2 hours/day. Also involves after hours attendance at monthly BSLAC and external meetings.

Officers for Equipment

Maintenance of the club equipment throughout the entire year during the peak and off peak seasons takes approximately 10 hours/week.

Publicity Officers

Publicity is ongoing throughout both the on and off seasons. Voluntary hours are up to 20 hours/week all year. Work includes after hours attendance at monthly BSLAC committee meetings and Bankstown Sports Club meetings/workshops, as well as attending to business hours and after hours verbal and written communication to internal and external stakeholders.

Fundraising Officers

The fundraising role is mostly done in the off season doing the equipment and gates for the schools which is done at the track. Also the fundraising officer does all the invoicing and follow up of the payments. Total hours would be about 5 hours per week.

Officers for Coaching

The time spent per week as Head Coach would be on Saturdays each week during the athletics season plus monthly visits to training to help prepare Coaches Report to the Committee. Time can vary from 3 to 4 hours Saturdays overseeing athletes and assisting in Committee duties over this time. Checking of Centre records, assisting in training Age Managers in jumps and throws plus new athletes at the start of the season. The head Coach would also spend 1-2 hours a month during the mid-week training sessions to see how coaches are progressing and any needs they require. Information from these mid-week visits would help in the monthly report back to the committee.

Canteen Manager

Canteen management involves approximately 7hours/week and competition Saturdays which includes ordering and collecting all food and beverages to run the weekly canteen, as well as keeping clear records of all orders and takings.

Cross Country Convenor

Start of season marking of the cross country run and every 3 weeks this takes 1.5 hours. Weekly organisation of cross country this is 4.5 hours. End of season BBQ these is 4 hours and raffle days are 2 hours. 11 week season