



**OLD MELBURNIANS ATHLETIC CLUB, Inc**

**#A0053249B**

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# OMAC COMMITTEE - Roles and Responsibilities

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## All

All committee members are charged with the authority and responsibility to ensure that members of the OXSC represent the Club's values and culture.

Committee should seek feedback and suggestions from members and also communicate committee decisions in a unified and consistent manner.

## President

### Position Details

**Incumbent** Alexander Carew  
**Reporting line** Board / Athletes

### Primary Purpose

The President is the principle leader of the (Club) and has overall responsibility for the (Club's) administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

At the operational level, the major function of the President is to facilitate effective committee meetings.

The President is elected by the (Club) members and responsible for representing the views of the (Club) members.

### Scope and Authority

The President Should:

- Manage committee meetings.
- Manage the annual general meeting.
- Act as a facilitator for (Club) activities
- The President shall ensure that all business of the (Club) is carried out in accordance with the (Clubs') Constitution, policies and by-laws.
- Assist the Committee in the development of annual plans for the Club.
- Assist the Committee in the creation, renewal and approval of new (Club) policies or by-laws for good governance where needed.
- Ensure (Club) policies and by-laws are upheld and reviewed/updated annually.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### Key Result Areas

Key operational tasks of the President include but are not limited to:

#### Strategy

- Ensure long term future of the club is secure by developing and managing to The Club's strategic plan.
- Provide more opportunity for the community to be involved in the sport, with an offering for men, women and potentially children.

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**Governance**

- Provide for an effective committee which makes decisions, facilitates robust discussions and shares the load of running the club in an equitable manner
- Ensure club policies are adhered to
- Ensure regulatory requirements are met

**Stakeholder relationship management**

- Attend other events as required

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## Secretary

### Position Details

<b>Incumbent</b>	Harrison Roubin
<b>Reporting line</b>	President

### Primary Purpose

To manage the administration of the club including registrations, regulatory requirements and committee administration.

### Scope & Authority

The Secretary directly reports to the President. Scope of responsibilities to include:

- Athlete management (registration);
- Administration – Booking committee meetings, distributing agenda, distributing pre meeting information and taking minutes

### Key Result Areas

Key operational tasks of the Secretary include but are not limited to:

#### Registrations

- Setup of OMAC registration packages with AV system.
- Facilitating athlete registration process.
- Tracking registrations to ensure correct registration fees are paid.
- Follow up with treasurer to ensure fees are paid.
- Distributing numbers to athletes.

#### Administration

- Set quarterly committee meeting and compile agenda
- Distribute any pre reading provided by individual committee members
- Take minutes

## Treasurer

### Position Details

**Incumbent** Ollie Wurm

**Reporting line** President

### Primary Purpose

To manage the cash flow and profitability of the Old Melburnians Athletics Club.

### Scope & Authority

The Treasurer will liaise closely with the President (on matters regarding sponsorship and authorisation of funds transfers exceeding \$2,000), Secretary (on matters regarding registration and athlete registration payments) and Head of Social Committee (on matters regarding OMAC fundraising events).

### Key Result Areas

Key operational tasks of the Treasurer include but are not limited to:

#### **Budgeting and reporting**

- Deliver a start of the financial year budget in July.
- Regularly report the financial position of the club at each Committee meeting and Annual General Meeting (or on request of the President)
- Deliver a consolidated financial statement at the end of the year

#### **Cashflow management**

- Payment of invoices from external suppliers including AV
- Generate invoices and receipts as required
- Distribute money for expenses (via online transfer or cheque) to Secretary and other committee.
- Receive and audit funds generated by fundraising activities

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# Captain

## Position Details

**Incumbent** Ollie Wurm

**Reporting line** President

## Primary Purpose

To make decisions for Club teams during competition.

## Scope & Authority

The Captain reports directly reports to the President.

The Captain will liaise closely with the President (on special club announcements), Secretary (committee meetings and AGM promotion), Coaches (on matters relating to team selection announcements) and Head of Social Committee (on matters relating to social events).

## Key Result Areas

Key operational tasks:

- Convene a selection sub-committee where team selection is concerned
- Committee meetings and AGM

## Vice Captain

### Position Details

**Incumbent** Taylor Righi

**Reporting line** President

### Primary Purpose

To assist the Captain

### Scope & Authority

The Vice Captain reports directly reports to the President, as well as working closely with the Captain to aid in their duties.

### Key Result Areas

Key operational tasks:

- To act as captain in the absence of the Captain



# Communications Manager

## Position Details

**Incumbent** TBC

**Reporting line** President

## Primary Purpose

To facilitate effective communication to the members and key stakeholders of the OMAC to ensure a high level of awareness of OMAC events and fixtures.

## Scope & Authority

The Communications Manager reports directly reports to the President.

The Communications Manager will liaise closely with the President (on special club announcements), Secretary (committee meetings and AGM promotion), Coaches (on matters relating to team selection announcements) and Head of Social Committee (on matters relating to social events).

## Key Result Areas

Ensure that the following items are communicated to members on (website, email and Club Application):

- Competition Fixtures and team results
- Committee meetings and AGM
- Club Social Events in conjunction with social committee

# Sponsorship Manager

## Position Details

**Incumbent** TBC

**Reporting line** President

## Primary Purpose

To seek and maintain sponsorship arrangements for the OMAC.

## Scope & Authority

The Sponsorship Manager reports directly reports to the President.

The Communications Manager will liaise closely with the President (on sponsorship procurement), Treasurer (to facilitate collection of sponsorship fees and to have tax invoice raised), Communications Manager (to promote sponsors) and Head of Social Committee (to ensure sponsors are supported by and invited to social committee functions where possible).

## Key Result Areas

- Sponsorship revenue of at least \$2,000 p.a.
- Retention of existing sponsors
- Securing of new sponsors
- Maintain relationships with existing sponsors through direct contact, promotions and invitations to social events.
- Seek out sponsorship opportunities from both club members and the community.

## Social Committee Manager

### Position Details

**Incumbent** TBC

**Reporting line** President

### Primary Purpose

To manage the OMAC social committee to ensure delivery of key club fund raising events.

### Scope & Authority

The Social Committee manager reports directly report to the President.

Works closely with the Treasurer (for purchase order approvals and fund raising cashflow reconciliation), committee (on special events) and the social committee (to distribute tasks and oversee event planning).

### Key Result Areas

Social committee serves two purposes:

- Provide for social functions and forums to ensure club culture is consistent with core values
- Fund raising – Target of \$2,000 per year

Key areas of focus of this role involve the delivery of the following events:

- Season Launch Function
- Annual club dinners
- Presentation Night (Committee to agree on venue and price)
- Other initiatives

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# Technical Athletics Manager

## Position Details

**Incumbent** TBC

**Reporting line** President

## Primary Purpose

To provide guidance to OMAC Committee on technical matters including coaching selection and strategic input on club direction from an on field perspective.

## Scope & Authority

The Technical Football Manager reports directly report to the President.  
There are no operational duties.

## Key Result Areas

Key areas of focus of this role include:

- Assist with coaching process
- Provide oversight and conduct analysis on coaching performances as required
- Assist coaches with pre-season training
- Conduct analysis and report to committee regarding health of football department and strategic direction of OMAC from an on field perspective. (i.e. training nights).

## Long Term Strategy and OM'S Liaison

### Position Details

**Incumbent** TBC

**Reporting line** President

### Primary Purpose

To assist with development and implementation of long term strategy.

In addition to manage relationship with Old Melburnians Association (OMs)

### Scope & Authority

There are no operational duties.

### Key Result Areas

Key areas of focus of this role include:

#### Strategy

1. Provide guidance and facilitate discussion on long term club strategy
2. Assist with securing long term tenancy arrangement to ensure OMAC has access to premium facilities (ie. Gymnasium)
3. Assist with increasing integration with Melbourne Grammar to secure long-term future of OMAC.

#### OMs

1. Being the liaison between the OMAC and the OMs
2. Attending OMs meetings and reporting on the OMAC
3. Making funding applications to the OMs (Uniform offset every 2 years)
4. Arranging OMAC table at the OMs annual dinner
5. Building relationships between the OMs and the OMAC and raising the profile of the OMAC within the OMs.

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## Melbourne Grammar School Liaison

**Incumbent** TBC

**Reporting line** President

### Primary Purpose

To ensure the OMAC has a consistent feed of graduating students from Melbourne Grammar School, the Melbourne Grammar School Liaison will be responsible for promoting the OMAC to graduating and recently graduated Melbourne Grammar students.

### Scope & Authority

The Melbourne Grammar Liaison will report to the President, Communications manager (for insertion of OMAC promotional material for Melbourne Grammar, and will work closely with Melbourne Grammar TIC of Athletics/Melbourne Grammar Athletics parents to promote OXSC .

### Key Result Areas

- OMAC to have presence in Melbourne Grammar newsletter
- Create and manage expression of interest list for graduating students of Melbourne Grammar
- Liaise with club communications manager to promote OMAC and ensure club training and season fixtures are available.
- Help facilitate and organize annual exhibition race (Melbourne Grammar and OMAC).
- Attend Melbourne Grammar Athletics presentation night

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## Social Committee Representatives

**Incumbent** TBC

**Reporting line** Social Committee Manager

### Primary Purpose

To assist the Social Committee Manager with club events, social forums and seeking member engagement.

### Scope & Authority

The Social Committee Representatives report directly to the Social Committee Manager.

### Key Result Areas

Key areas of focus of this role include:

#### Event Delivery

- Pre season Function
- Season Launch Function
- Annual club dinners
- Presentation Night
- Other initiatives

#### Other Elements

- Assist as required with competition day management, training co-ordination (i.e. helping take names and contact details for new members)
- Other fund raising initiatives (e.g. Bunning BBQ)

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