EMAC ROLES

**The Chairman**

Should be at the beck and call of the Secretary, giving support and guidance on any difficult situations. Does not vote at meetings but does have the casting vote if there is a sit decision.

**Secretary**

Overall understanding and awareness of what everyone is supposed to be doing, as is the Chairman of course. But with EMAC the secretary role is made easier by the presence of the Membership Secretary

**Road and XC secretary**

Road secretary needs to arrange the road grand prix, 4 events a year, shared with other races already happening. XC Sec to find venue for the XC championships and monitor who in the club is running well on XC and road for potential selection for the Masters XC International once a year.

**Track and Field Secretary**

Arrange the indoor and outdoor championships. Can also advise on T and F League.

**Treasurer**

Deals with all incoming and outgoing finances. Delegating the sale of vests etc can be done, but all monies must eventually get to him/her and he/she is responsible for getting the books balanced and audited for AGM each year.

**Membership Secretary**

is what Courtney has made it. It is a large job and these days a must to be computer literate, a bit more than the average person, in my opinion.

Those six positions make up the executive, or main Officers, who are overall responsible for dealing with stuff, making decisions, outside of committee meetings if necessary.

Not everything has to be voted on by the whole committee. The officers can act on behalf of the club with unanimous agreement.