

EMAC Committee Roles

The membership of the Committee, elected at the AGM, comprises five Officers and up to four other Committee Members. Currently, other members act as secretaries for track and field, road running and cross country.

1. Chair
2. General Secretary
3. Treasurer
4. Membership Secretary
5. Communications Editor
6. Track & Field Secretary
7. Road Running Secretary
8. Cross Country Secretary
9. Other Committee Member

Chair

Responsibilities

- Leads the Committee and makes sure it has the right balance of skills, experience & knowledge to manage the club on behalf of the members
- Works with the General Secretary to ensure meetings are planned and communicated to the Committee
- Agrees the agenda for meetings of the Committee with input from others
- Makes sure that items receive adequate time for discussion at meetings
- Ensures everyone has their say
- Makes sure decisions are clear and responsibility assigned for follow-up action
- If appointed by the Committee, acts as a delegate to BMAF and EAMA meetings
- Exercises a casting vote in decisions where there is an equality of views

General Secretary

Responsibilities

- Prepares agendas for meetings in consultation with the Chair
- Collates the information for distribution of the Committee with the agenda
- Convenes the meetings of the Management Committee
- Gives notice of the Annual General Meeting
- Receives any complaints about the behaviour of members
- Receives items to include in the agenda for AGM's such as suggestions for change to the constitution
- Receives official information and disseminates to appropriate officers

- Is the general point of contact for member information or questions
- Produces minutes of the meetings

Treasurer

Responsibilities

- Responsible for all income and expenditure & maintaining accounting records.
- May sell vests directly or delegate and receives income from sale of vests.
- Monitors stock of vests and any other stock or equipment purchased for reconciliation/annual reporting purposes.
- Prepares annual accounts & statements.
- Ensures that the Committee arranges for independent examination of the accounts.
- Presents independently examined accounts to the AGM.

Membership Secretary

Primary role – to receive new and renewing members into EMAC by:

- receiving correspondence, by whatever method, requesting membership information.
- upon receipt of acknowledgement (from BMAF OpenTrack) of an online payment being made, to access OpenTrack and 'Confirm' their membership.
- receiving, and bank, alternative (but discouraged) payment via Interbank transfer, cheque or cash, to access OpenTrack and 'Confirm' their membership.
- liaising with proposed new members where their data is incomplete, therefore not meeting the requirements of BMAF OpenTrack.
- where a member is registering as "1st Claim EMAC" it is necessary to register that member with England Athletics (EA) using their on-line registration program.
- in support of the need to register with EA it may be necessary to initiate the Inter-bank transfer payment to EA using the EMAC bank account – for which you may be a co-signatory.
- liaising with BMAF officials, including the BMAF IT Manager who maintains the BMAF OpenTrack database, as necessary.
- creating such IT tools as necessary to provide speedy and consistent communication of the above duties.

Secondary roles – to provide such support and information as necessary to interested parties by,

- maintaining a database of ALL members (Confirmed, Lapsed and Archived) using, for example, a spreadsheet or Relational database. To this end, it will be necessary to have relevant IT skills commensurate with that particular application.

The above database is a useful vehicle to provide appropriate data – on a need-to-know basis, to internal (EMAC) and external (Non-EMAC) personnel, in order to identify membership status within athletic competition utilised by EMAC. Examples of this could be an externally organised Cross Country or Road meeting that EMAC have agreed to use as one of their

championships. Examples of internal use of this data is to provide a membership status report to the EMAC Track & Field League organisers or EMAC Track & Field Championships (where the competitions are organised internally) to establish compliance to compete. Another supplementary use of this data is to provide an appropriate list for the transmission of correspondence (eg. Newsletters) using mass mail applications such as 'MailChimp'. Note that competitions organised by BMAF, such as Inter Area, BMAF Championships, European or World competition, because the membership status resides within their own database (OpenTrack), they will be able to tap directly into this data for membership compliance. In fact, the role of the Membership Secretary is to ensure the membership status is correct. However, it is the responsibility of the member to ensure their data within OpenTrack is valid and up to date.

Communications Editor

Plans and publishes communications to the membership using material provided by members of the Committee. Ensures consistent messaging about matters such as EMAC aims and organised events, member activities and achievements, competitive event & training opportunities, performance of its members, items of interest to masters athletes, and other relevant news items from members of the management team.

Responsibilities:

- Develops a communications plan and policy for agreement by the Committee
- Creates newsletters for the EMAC Membership to be emailed and uploaded to the EMAC website.
- Updates the EMAC website with news, events, results, and other information to keep membership informed.
- Works with individual members of the management team to develop, coordinate & direct communications that help EMAC achieve its aims.
- Can design campaigns to target specific audiences, ie cross country, road running, indoor and outdoor track and field.
- Collects graphic content, images, photographs to include with communications.
- Keeps up with the communications activity of other athletics organisations to foster ideas and innovation.

Skills/Experience (Desirable):

- Strong, versatile copywriting skills
- Good organizational, planning, and coordination skills
- Ability to re-prioritise if needed
- Desire to take full ownership of assigned projects and can work independently.
- Experience of writing for publication
- Experience with all types of social media (e.g. Facebook, Twitter, Instagram, etc.)
- Working knowledge of Microsoft Office or other email programmes and web content management systems experience such as WordPress.

Track and Field Secretary

Responsibilities

- Finds a venue for the annual Championships and ensures the event takes place in a manner that suits EMAC members with medals awarded in the usual 5 year age categories.
- Oversees/advises over the T & F League; works with the T & F league manager who manages the overall league
- Finds/Supports Team Managers for the Inter Area T & F Matches, both Indoor & Outdoor
- Arranges the indoor and outdoor championships

Road Running Secretary

Responsibilities:

Road League

Currently covering distances from 5 miles to 1/2 Marathon (due to add 5k & Marathon this year - may now be on hold until 2021). Current competition is based on age grade score over a number of distances and best 4 scores averaged from 7 events.

- Arranges the road race series for EMAC members
- Awards medals at the events

Cross Country Secretary

Responsibilities:

Cross Country League

Usually combined with the Eastern area XC Champs or Inter area XC event to save time and expense for the Club and members.

- Arranges the cross county championship race for EMAC members
- Awards medals to EMAC members

Masters Cross Country

- Selects the England EMAC team as Club representative (for EAMA)
- Collects and organising entries from the EMAC members for the British and Irish Masters XC International
- Attends the selection race/meeting to finalise the Team.