

EMLAC Position Descriptions

20. President

It is the duty of the president of the association to:

- (a) preside as chairperson at all committee meetings and general meetings of the association.
- (b) In the event of the president being absent, the vice president will preside as chairperson. If both the president and the vice president are absent or unwilling to act, the members present must elect another committee member to preside as chairperson for that meeting only.
- (c) be the official spokesperson of the association and maintain relations with LAVIC, the region and the public .

21. Vice President

It is the duty of the vice president of the association to

- (a) assist the president as required
- (b) take on the responsibilities of the president in the absence of the president.

22. Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee, and
 - (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.

23. Treasurer

It is the duty of the treasurer of the association to ensure:

- (a) that all money due to the association is collected and received and that all payments authorised by the association are made, and
- (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.
- (c) (i) ensure the accounts and financial reports are independently audited after the association's financial year and
(ii) present the auditor's report for submission to the Annual General Meeting and
(iii) assist the Public Officer to lodge the required forms with NSW Fair Trading within 28 days of the Annual General Meeting.

24. Registrar

It is the duty of the registrar of the association to ensure that all registered athletes are registered in accordance with LAVic guidelines.

General Committee: those wishing to go on the general committee can nominate to be part of the general committee. These members attended meetings (not compulsory unless a quorum is needed) and contribute to decision making at meetings, help with set up and pack up and anything else that may be needed around the centre.

Moama Rec Reserve user group, EMLAC representative:

This member attends the user group meetings on the first Tuesday of every month in Moama. They will need to attend some EMLAC committee meetings and report back to EMLAC about the monthly Rec reserve meetings.

Line Marker:

The line marker marks the lines each week or fortnight for the coming meet. All paint and equipment is supplied along with a training day on how to correctly mark the lines.

At this stage this EMLAC are putting this up as a paid position. If interested, please email our centre.

Canteen/BBQ committee:

This person would be in charge of organising the weekly canteen and BBQ. They may like to create a sub committee of helpers. They may wish to make a roster for helpers each week.

They would be in charge of ordering supplies/food for each week and run the canteen each week. If you are interested please email the centre.