

# **SA Masters Athletics Inc**

## **JOB DESCRIPTION – PRESIDENT**

### **MAIN PURPOSE**

The Club President will be the main representative of the club. The President will be responsible for ensuring that the SAMA organisation is efficiently run in accordance with the SAMA constitution and other legal, statutory and financial requirements.

### **MAIN DUTIES**

#### **Leadership**

- Provide leadership for SAMA, and represent SAMA on 'official' occasions.
- Preside at SAMA General and Committee meetings where possible.
- Be a contact point between the various disciplines within SAMA, and individual members of SAMA, and encourage harmony within the Club.
- Carry out duties as a representative of the Club to outside bodies and personnel, and with due diligence to protect the interests of the club.
- Represent SAMA at meetings with AMA.
- Carry out necessary duties as an approachable representative of the Committee, but with due diligence to protect the majority interest of club members.
- Ensure that people, structures and processes are in place to safely and successfully conduct regular athletics meets.
- Ensure that a list of helpers is compiled at the end of each summer and winter season, and that gifts are arranged for the Presentation day.
- Ensure that helpers are recognised and thanked at regular and appropriate times throughout the season.
- Encourage members to participate in social functions, and act in a responsible fashion at the function.
- Take an active interest in all aspects of SAMA activities.
- Ensure that non regular competition events with SAMA involvement (e.g. Two Jetties, City Bay, Bay Sheffield) are appropriately organised and well represented by trusted and suitable SAMA representatives.
- Provide leadership at competition meets and conduct structured announcements to ensure that members are well informed of SAMA activities and that new members are welcomed and understand how our club activities are conducted.

**Reporting**

- Prepare periodic reports for the SAMA newsletter
- Prepare annual reports which are presented at the AGM.

**Other duties**

- Hold or have knowledge of where the club seal is held, and ensure any use of it is recorded in the minutes of a meeting.
- Act as a signatory for signing of SAMA cheques