

SA Masters Athletics Inc

JOB DESCRIPTION – VICE PRESIDENT

MAIN PURPOSE

To support the President in providing leadership for the Club.

MAIN DUTIES

- Stand in for the President in his absence as Chairman at Club and Committee meetings where possible.
- Represent the Club on 'official' occasions when the President is unable to.
- Take an active interest in all aspects of the Club's activities.
- Support the President in maintaining and encouraging harmony within the Club.

Presidents Duties

- Provide leadership for SAMA.
 - Preside at SAMA General and Committee meetings where possible.
 - Be a contact point between the various parts and individual members of SAMA.
 - Represent SAMA on 'official' occasions.
 - Take an active interest in all aspects of SAMA's activities.
 - Endeavour to maintain and encourage harmony within SAMA.
 - Prepare an annual report for the AGM.
 - Represent SAMA at meetings with AMA.
 - To carry out necessary duties with compassion.
- Ensure that first aid equipment, a first-aider and a mobile phone are present at all meets.
 - Ensure a list of helpers is compiled at the end of each summer and winter season and purchase or arrange, gifts to be presented at the Presentation day.
 - Ensure that our band of helpers are recognised and thanked at the end of each season.
 - At social functions encourage people to act in a responsible fashion
 - Hold the club seal and ensure any use of it is recorded in the minutes of a meeting.
 - Make necessary booking with City Bay for a site on Collie Reserve for the fun run.