

## **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 to outside bodies.
- Preside at SAMA General and Committee meetings where possible.
- Take an active interest in all aspects of SAMA activities and be a contact point between the various disciplines of SAMA, and individual members of SAMA, and encourage harmony within the Club.
- Promote SAMA and its activities in a positive manner be a contact person for:
  - Enquiries from current club members.
  - Enquiries from prospective members.
  - Liaising with SA Athletics Stadium re bookings and fees.
- Where possible represent SAMA at meetings with AMA.
- 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, gifts are arranged for the Presentation day and they are recognised and thanked at regular and appropriate times throughout the season.
- Encourage members to participate in social functions, and to act in a responsible fashion at the functions.
- Ensure that non-regular competition events with SAMA involvement (e.g. Bay Sheffield) are appropriately organised and well represented by suitable SAMA representatives.
- Provide leadership at competition meets and 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 an annual report for presentation at the AGM and for AMA/ASA.

**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

**Grant Applications:**

Where appropriate apply or arrange the application for grants/awards including with:

- Adelaide City Council
- Office for Rec and Sport – Active Club Grants
- Office for the Ageing

Maintain a current Risk Register and action plan. Review the plan on an annual basis and send revised plans to committee members.

**Newsletter**

- Maintain copies of all newsletters issued.

**Club Competition Numbers**

- Ensure the orderly issue of competition numbers, both members and temporary number/waivers