

## **JOB DESCRIPTION – VICE PRESIDENT**

### **MAIN PURPOSE**

The Club Vice President will 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.

#### **President's leadership duties**

- Provide leadership for SAMA, and represent SAMA to outside bodies.
- Ensure Committee members of SAMA and other members with responsibilities carry out their functions for the benefit of SAMA.
- 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 and be a contact person for:
  - Enquiries from current club members.
  - Enquiries from prospective members.
  - Liaising with ASA, AMA and Stadium Management and various other sporting and Government groups.
- 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.