

POSITION DESCRIPTION

Job Title:	Executive Committee Member
Duties:	Participation in and support of the Executive Committee
Reporting to:	SAME President and SAME Members

Vision: “to be acknowledged and respected as the key organisation in Samoa representing all interests pertaining to trade in products and services”.

Mission: “to develop an effective and efficient organisation that will work diligently in guiding members of the organisation towards reaching their respective goals and to provide an independent representation of member interests that the international community the public sector and the industry at large can accept as legitimate representation”.

The Samoa Association of Manufacturers and Exporters (SAME) is a trade association that was established to provide the following services for Samoa's manufacturers and exporters of goods and services:

- Voice issues and concerns
- Representation of Members interests before Government and other organizations
- Dissemination of information
- Organize meetings and consultations for members
- Organization of trade fairs and export promotions
- Skills development and marketing enhancement.

This is a not-for-profit organisation which is managed by an elected Executive Committee of eight, including a President, Vice-President, Treasurer and Secretary, plus four other elected committee members.

SAME's physical office is based in Apia and has two paid staff: a Technical Advisor (funded by the UNDP) and a Receptionist paid through SAME members funds.

Key Qualities Required (of all members of SAME holding formal offices)

- Understanding of and commitment to the Vision, Mission, Objectives and Principles of SAME.
- Have read and understood the Constitution of SAME
- Determination to deliver high quality work with personal integrity and to exhibit the highest professional standards.

- Ability to work as a team member.
- Alertness to innovative business opportunities.
- Ability to represent SAME with distinction, particularly in public, to the media, or when producing written material.
- Awareness of and taking every opportunity to promote SAME and its objectives in the wider community
- Ability to persuade others when a clear course of action and leadership is demanded.
- Awareness of the attitudes and views of members as a basis for serving their professional interests and development.
- Extensive knowledge of and good relationships with SAME and its members
- Dedication to serve SAME and its members as a professional organisation.
- Excellent relationships with and knowledge of SAME's primary stakeholders.

Position Tasks:

The requirements of the position can be met through:

Executive Committee Participation

- Attend all SAME EC monthly meetings or provide an apology and/or the name of alternate person who can attend to the SAME office (office@same.org.ws), if unable to attend
- Read any documentation provided prior to meetings in order to be able to participate in and provide valuable contribution to all discussions at those meetings
- Undertake a specific role when requested (e.g. responsibility for a specific project or relationship liaison)
 - Fulfil expectations of that project as described to you
 - Undertake tasks as required to complete the project as outlined to you
 - Provide regular up-date reports on the project at each EC monthly meeting as appropriate
 - Provide a final verbal and written report at the completion of the project or your term of office.
- Attend SAME Members monthly meetings, providing an apology and/or the name of an alternate person who can attend to the SAME office if you are unable to attend.