

POSITION DESCRIPTION

Job Title:	SAME Secretary
Duties:	Secretarial support to the Executive Committee
Reporting to:	SAME President, Executive Committee 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

- Understanding of and commitment to the Vision, Mission, Objectives and Principles of SAME
- Have read and understood the Constitution of SAME
- Ability to work as a team member
- Ability to persuade others when a clear course of action and leadership is demanded

- Determination to deliver high quality work with personal integrity and to exhibit the highest professional standards
- Alertness to innovative business opportunities
- Awareness of and taking every opportunity to promote SAME and its objectives in the wider community
- Excellent relationships with and knowledge of SAME's primary stakeholders
- Ability to represent SAME with distinction, particularly in public, to the media, or when producing written material
- Extensive knowledge of and good relationships with SAME's members
- Dedication to serve SAME and its members as a professional organisation
- Awareness of the attitudes and views of members as a basis for serving their professional interests and development.

Position Tasks:

The requirements of the position can be met through:

Executive Committee Participation

- Hold the seal of SAME, this seal is not be used except in pursuance of a resolution of the EC and must be in the presence of two members of EC, including the Secretary
- Ensure notices of meetings go to members within the timeframes specified in the SAME Constitution and Rules for the AGM, Extraordinary General meetings and members monthly meetings
- Take Minutes at the EC meetings, the Members meetings and the AGM, noting actions. Circulate confirmed minutes to those who attended including the SAME office, as soon as possible after the meeting
- Attend all SAME EC monthly meetings or, if unable to attend provide an apology to the SAME office (office@same.org.ws). If unable to attend, arrange an alternative Minute Taker
- Maintain all records of Agendas, Minutes and reports for each meeting of SAME, providing one copy to the SAME office for their records
- Be responsible for the membership lists held by the SAME office are correct and maintained appropriately in liaison with the Treasurer, when requested
- In liaison with the President and the Treasurer, ensure any rule changes, annual reports, audited accounts, etc that are required to be registered with the Registrar of Incorporated Societies, Ministry of Commerce, Industry & Labour (MCIL) are reported within the required time frames
- Liaise with President, Vice-President, Treasurer and other EC members as and when required, be available as a cheque signatory when needed

- Read any documentation provided prior to any meetings in order to be able to participate in and provide valuable contribution to all discussions at those meetings
- Attend SAME Members monthly meetings, if unable to attend provide to the SAME office an apology and a replacement to take the Minutes at that meeting
- Take responsibility for ensuring the records of SAME are appropriately held within the SAME Office either electronically and/or in hard copy.