

POSITION DESCRIPTION

Job Title:	SAME Treasurer
Duties:	Financial advice and support to the President and 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 SAME Constitution
- 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 and being aware 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 – financial management

- Attend all SAME EC monthly meetings or, if unable to attend ensure an apology is provided to the SAME office (office@same.org.ws) and a financial report is provided for the meeting.
- Ensure the financial records of SAME are accurate and kept in good order
- Develop a budget for SAME each year and present it to the AGM
- Prepare end of year financial accounts for auditing and presentation to the AGM
- Be prepared to answer questions on the accounts at the AGM
- In liaison with the President ensure audited accounts, as required under Section 22 of the Incorporated Societies Ordinance 1952, are lodged with the Registrar of Incorporated Societies, Ministry of Commerce, Industry & Labour (MCIL) and the Ministry for Revenue (MOR) within the required time frames
- Liaise with President, Vice-President, Secretary and other EC members as and when required and be available as one of the two cheque signatories (unless has delegated this authority) when needed. If not going to be available, inform the SAME office of his/her whereabouts
- In liaison with the Secretary, when requested, confirm the membership lists held by the SAME office are correct
- 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, providing an apology to the SAME office if unable to attend.