

## POSITION DESCRIPTION

<b>Job Title:</b>	SAME Vice-President
<b>Duties:</b>	Support of the President and the Executive Committee
<b>Reporting to:</b>	SAME, President, Executive Committee and SAME Members

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**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 lead a team and 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**

- Lead the Executive Committee if the President is unavailable
- Deputise for the President whenever required
- If delegated by the President, manage the performance of the SAME office staff
- In consultation with the President, determine projects for the EC general members to take responsibility for.
- Be available as a cheque signatory when needed
- Liaise with President, Secretary, Treasurer and other EC members as and when required.
- 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
- Attend all SAME EC and Members monthly meetings or provide an apology to the SAME office ([office@same.org.ws](mailto:office@same.org.ws)), if unable to attend, when appropriate provide an alternate person
- Provide a message for the bi-monthly SAME newsletter.