CHAPTER 15 SAMS’ EXECUTIVE: SUMMARY OF DUTIES

1. Executive: President

1.1. SAMS’ President is elected at the AGM (3-5.1). The first task of the president is to appoint an executive committee comprising of a vice-president, secretary, treasurer, public relations officer and other executives as deemed necessary. These executives are normally, but not necessarily, drawn from the region hosting SAMS.

1.2. The president’s primary function is to provide overall leadership and guidance to SAMS in the fulfillment of objectives and to chair all SAMS meetings (3-5.4 and chapter 10)

1.3. The president shall decide on whether or not to use the services of a paid secretary and allocate duties accordingly.

1.4. The president may combine functions and task (as outlined below) into executive portfolios as necessary according to expertise and resources available. The president may appoint additional executives if necessary.

1.5. The president shall, at Nationals:
   • Ensure that SAMS continues to function and, if necessary, appoint a Special Executive Committee for this purpose (3-9.1)
   • Ensure that a Championships Committee is in place (3-9.2 & 8-18.2)
   • Chair the Technical Meeting and officiate at the awards banquet (8-6.4 & 8-16.2)

1.6. The president will be required to lead SAMS in discussions with SSA on all matters related to Masters. Provide assistance to regions in negotiation with affiliates on any matters e.g. fees payable by clubs and individual masters to the affiliates should this be necessary.

1.7. Determine fees payable to SAMS by masters.

2. Executive: Vice President

2.1. Support and stand in for the president when necessary. Perform duties as assigned by the president e.g. be the custodian of SAMS’ policy and strategy.

3. Executive: Treasurer

3.1. The Treasurer shall keep proper books of accounts, which shall be checked annually by a suitably qualified accounting officer appointed by SAMS. After the end of the financial year, the Treasurer shall frame a Balance Sheet and Income and Expenditure Account and, after signing off, a copy shall be forwarded, together with the Treasurer’s Report, to the Secretary of each Region to reach him 14 days before such report is to be tabled at an Executive Meeting of SAMS.

3.2. Provide financial reports for the AGM.

3.3. Maintain and operate on SAMS’ banking account(s). As necessary, arrange for and deploy internet banking facilities.

3.4. Settle all invoices and accounts on behalf of SAMS and specifically those applicable to SSA and SAMS’ web site.

3.5. SAMS has been registered as a Public Benefits Organization (2-6.6 and 2-6.7) and as such annual financial statements and annual income tax returns must be submitted to the Tax Exemption Unit. Any changes to the constitution must likewise be submitted to SARS.

3.6. In addition to paragraph 3.5 above, deal with any other tax related issues with SARS.
3.7. Communicate with debtors/creditors and resolve any issues in this regard.

3.8. On the appointment of a new SAMS Executive, signed off Financial Statements and all books and vouchers must be in the hands of such new Executive, 14 (fourteen) days prior to the Presidents' meeting.

4. **Executive: Secretary**

4.1. Correspondence related to SAMS which includes communication with SSA, FINA masters, other national masters swim associations, SAMSA (SA Masters Sports Association), swimmers, etc on a variety of issues such as world champs, letters of registrations, gala schedules, programmes, winter challenge, short and long course champs, posting of information, results etc to the Web Master and Records Clerk as well as notifications of meetings and the sending out of minutes etc.

4.2. Assistance to other SAMS committee members in the execution of their specific duties such as the organization of the SAMS winter challenge including preparation of forms; the orchestration of the SC champs as well as amendment to the constitution as deemed necessary.

4.3. Obtain contact details and photos of regional and club administrators for posting on SAMS' website.

4.4. Organization of all SAMS’ meetings including venues as well as refreshments. To take minutes at such meetings and ensure timely distribution thereof.

4.5. Work closely with the region organizing nationals to ensure that all processes are on track. Assist in the presentation of awards/trophies at the dinner/dance banquet.

4.6. Filing and maintain traceable records of all correspondence, meetings, etc for handover to the successor SAMS committee

5. **Executive: Registrations** (see also chapters 5 and 6)

5.1. Understand the use of TM, the registration process and associated flow chart.

5.2. Compile and distribute all forms required for registrations.

5.3. Acquire and manage in conjunction with John Petersen all necessary software and software upgrades for team manager (TM), not only for SAMS but also for regions.

5.4. Be the custodian of SAMS’ national team manager data base. Update and maintain the various fields in accordance with SAMS and SSA/affiliate requirements.

5.5. Liaise with regions, SAMS’ treasurer during the entire registration process as is outlined in chapter 5, to ensure registrations run smoothly and that there is always correlation of funds deposited with registered swimmers.

5.6. Work with masters regions towards achieving a paperless registration system i.e. to use TM that have been provided for all regions.

6. **Executive: Galas; trophies, awards and equipment**

6.1. Manage SC and LC champs as well as the winter challenge.

6.2. Ensure all trophies are delivered, properly engraved in time for nationals. Assist in the presentation of trophies and other awards at Nationals if necessary. Maintain and update the record of trophy recipients.

6.3. Make all necessary arrangement for the acquisition of SAMS’ 10/20/30 year and colours awards as decided by SAMS. To organize the purchasing of these awards, proper packaging/wrapping etc for presentation at champs. To liaise with the organizing region as to when and how the award ceremony would take place.
6.4. Maintain an inventory and register of holders of SAMS’ equipment such as PC notebook, software, and printer as well as banners and flags, trophies etc.

7. **Executive: Newsletters**

   7.1. Preparation and distribution of no less than four newsletters per annum.

   7.2. The preparation includes: research of various sporting magazines and relevant swimming websites to retrieve motivational and other subject matter; obtaining relevant information from regions including from club/regional newsletters as well as from the swimming world in general and form the president’s and other meetings.

   7.3. The inclusion of photographs, gala results, record breakers, snippets and fun activities is always a highlight in the newsletter.

   7.4. Once completed each newsletter needs to be forwarded to the SAMS committee for approval before distribution.

   7.5. The distribution should be done electronically directly to clubs for members on email as well as on facebook and SAMS’ website.

8. **Executive: Open Water Swimming**

   8.1. From the 1500m pool swim colours time, calculate, annually, the 3km open water swim colours time.

   8.2. Manage the colours application process and determine which swimmers qualify for colours awards.

   8.3. Manage the process for evaluating the proposed colours system for the 5/10 km distances.

   8.4. Determine which 3km open water swims would qualify for colours.

   8.5. Promote open water swimming in masters.

9. **Executive: Marketing and public relations.**

   9.1. Promote masters swimming.

   9.2. Endeavor to obtain sponsorship - specifically for nationals.

   9.3. Work with the nationals organizing committee to obtain TV coverage for nationals.

   9.4. Be SAMS’ liaison officer in dealing with SSA and regional affiliates.

   9.5. Provide for Facebook and other electronic media to promote masters.
Nationals 2015: Open Water Swim, Victoria Lake

Nationals 2015: Open Water Swim, Victoria Lake

Nationals 2015: Awards banquet at the Monte Casino.

Nationals 2015: Awards banquet at the Monte Casino with Jace Naidoo on the left.