

SAM Executive Committee and Committee Member Roles & Responsibilities

1) Position: President

The President provides overall leadership, vision, and strategic direction for SAM. The President ensures that the organization fulfills its objectives of promoting charity, business networking, social-cultural activities, and recreational sports while safeguarding the interests of its members.

Key Responsibilities

- Lead the overall management and development of SAM.
- Establish strategic objectives, annual priorities, and organizational goals.
- Chair Executive Committee meetings, General Meetings, and special meetings.
- Provide leadership and guidance to all Executive Committee members and Pillar Heads.
- Ensure effective coordination and collaboration among all pillars.
- Attend Events and activities organized by SAM and other chambers or associations to represent SAM in engagements with members, business chambers, associations, government agencies, sponsors, partners, and external stakeholders.
- Review and approve projects, activities, partnerships and sponsorship agreements under four committees and organizational initiatives.
- Ensure that all activities align with SAM's mission, values, constitution, and policies.
- Monitor organizational performance and address issues affecting the association.
- Support membership growth, retention, and engagement.
- Serve as the primary spokesperson of the organization. Foster teamwork and collaboration within the Executive Committee.
- Encourage innovation and continuous improvement across all pillars.

2) Deputy President

The Deputy President supports the President in leading the organization and ensures continuity of leadership and operations.

Key Responsibilities

- Assist the President in executing SAM's strategic plans and initiatives.
- Act on behalf of the President during their absence.
- Support the coordination and implementation of cross-pillar projects and events.
- Monitor the progress of activities undertaken by the various pillars.
- Facilitate communication and cooperation among Executive Committee members.
- Assist in resolving operational challenges and conflicts.
- Lead special projects or task forces as assigned by the President.
- Support succession planning and leadership development within the organization.
- Ensure decisions made by the Executive Committee are effectively implemented.
- Attend Events and activities organized by SAM and other chambers or associations to represent SAM in engagements with members, business chambers, associations, government agencies, sponsors, partners, and external stakeholders.
- Support membership growth, retention, and engagement. Maintain a comprehensive understanding of all organizational activities.
- Provide constructive support and guidance to committee members and volunteers.

3) Treasurer

The Treasurer is responsible for ensuring sound financial management, accountability, transparency, and sustainability of SAM's financial resources.

Key Responsibilities

- Review and approve the organization's financial records and accounts.
- Prepare annual budgets in consultation with the Executive Committee and Pillar Heads.
- Monitor and report on earnings, expenditures, cash flow, and financial performance.
- Maintain accurate records of membership fees, sponsorship income, donations, and event revenues.
- Review and approve processes of payments, reimbursements, and financial claims prepared by administrator.
- Ensure expenditures are made in accordance with approved budgets and policies.
- Present periodic financial reports during Executive Committee and General Meetings as well as the Annual General Meetings
- Maintain proper banking arrangements and financial controls.
- Coordinate audits, financial reviews, or reporting requirements where applicable.
- Advise the Executive Committee on financial risks and sustainability. Promote financial transparency and accountability.
- Ensure prudent management of organizational funds.

4) Secretary

The Secretary is responsible for governance administration, record keeping, and ensuring effective communication within the organization.

Key Responsibilities

- Prepare meeting agendas in consultation with the President.
- Organize Executive Committee meetings, Annual General Meetings, and Extraordinary General Meetings.
- Record, maintain, and distribute meeting minutes and resolutions.
- Track action items and follow up on decisions made during meetings.
- Maintain official organizational records, policies, and governing documents.
- Manage official correspondence and communications on behalf of SAM. Coordinate notices, announcements, and member communications.
- Support membership administration and record management.
- Ensure compliance with constitutional and governance requirements.
- Maintain archives of organizational activities and decisions.
- Support membership growth, retention, and engagement. Ensure accuracy, confidentiality, and professionalism in administrative matters.
- Support effective governance and organizational continuity.

5) Head of Business Committee

To promote business networking, professional development, and collaboration opportunities among SAM members and external stakeholders.

Key Responsibilities

- Develop an annual business activity plan aligned with SAM's objectives and to help members' businesses and to address their interests
- Organize networking events, business forums, seminars, workshops, and panel discussions.
- Establish relationships with chambers, associations, corporations, and business leaders.
- Identify sponsorship, partnership, and collaboration opportunities.
- Facilitate knowledge-sharing sessions and professional development programs.
- Promote member businesses through SAM initiatives and communication channels.
- Lead and manage Business Pillar committee members and volunteers.
- Prepare and manage budgets related to business activities.
- Evaluate the effectiveness of business programs and recommend improvements. Increased member engagement in business activities.
- Stronger business networking opportunities and partnerships.
- Enhanced value proposition for members.

6) Head of Charity Committee

To lead charitable and community outreach initiatives that create meaningful social impact while encouraging member participation.

Key Responsibilities

- Develop and implement annual charity and community engagement programs.
- Identify charitable causes, beneficiaries, and community needs.
- Plan and oversee fundraising campaigns and donation drives.
- Coordinate volunteer activities and community outreach programs.
- Ensure transparency and accountability in the management of donations and resources.
- Build relationships with NGOs, schools, orphanages, community groups, and other beneficiaries.
- Lead and manage Charity Pillar committee members and volunteers.
- Monitor project implementation and evaluate outcomes.
- Prepare reports on project impact and utilization of funds.
- Prepare and manage budgets related to charity projects.
- Support membership growth, retention, and engagement. Successful execution of impactful charity projects.
- Increased member participation in volunteer activities.
- Strong community relationships and positive social impact.

7) Head of Sports Committee

To encourage healthy lifestyles, friendship, teamwork, and member engagement through sports and recreational activities.

Key Responsibilities

- Develop and implement an annual sports and recreational activities calendar.
- Organize and participate in tournaments, leagues, sports days, and friendly competitions.
- Coordinate sports training sessions and recreational activities for members.
- Manage event logistics, venue bookings, equipment, and registrations.
- Promote participation and inclusiveness across different age groups and skill levels.
- Ensure safety measures and risk management procedures are implemented during events.
- Lead and manage Sports Pillar committee members and volunteers.
- Establish partnerships with sports clubs, facilities, and sponsors.
- Prepare and manage budgets related to sports activities.
- Support membership growth, retention, and engagement. Increased member participation in sports activities.
- Enhanced member wellness, engagement, and camaraderie.
- Successful delivery of safe and enjoyable sports events.

8) Head of Social Committee

To strengthen member relationships and foster a vibrant community through social and cultural activities.

Key Responsibilities

- Develop and implement annual social and cultural engagement plans.
- Organize networking dinners, family gatherings, festive celebrations, cultural events, and member appreciation activities.
- Create opportunities for members, spouses, and families to interact and build meaningful connections.
- Promote inclusiveness, diversity, and community spirit.
- Coordinate event planning, logistics, entertainment, and volunteer support.
- Lead and manage Social Pillar committee members and volunteers.
- Gather member feedback and identify opportunities to improve member experience.
- Collaborate with other pillars on integrated events and activities.
- Prepare and manage budgets related to social activities.
- Support membership growth, retention, and engagement. Increased member satisfaction and retention.
- Stronger community engagement and networking.
- Successful execution of enjoyable and meaningful social events.

9) Committee Members

Committee Members support the planning, coordination, and execution of activities under their selected pillar(s) and contribute to the overall success of SAM.

Key Responsibilities

- Attend committee meetings and actively participate in discussions.
- Assist in planning, organizing, and delivering pillar activities and projects.
- Take ownership of assigned tasks and responsibilities.
- Support event operations, logistics, sponsorship, communications, registration, fundraising, or volunteer coordination as required.
- Promote SAM activities and encourage member participation.
- Contribute ideas and recommendations to improve programs and events.
- Assist in sourcing sponsors, partners, speakers, volunteers, or beneficiaries where applicable.
- Work collaboratively with fellow committee members and Executive Committee members.
- Uphold the reputation, values, and objectives of SAM.
- Support membership growth, retention, and engagement.

Expected Commitment

- Attend meetings regularly and remain actively engaged.
- Support pillar activities throughout the year.
- Complete assigned tasks within agreed timelines.
- Maintain professionalism and accountability while representing SAM.