



POSITION DESCRIPTION

POSITION: AMA SA Vice President

REPORTS TO: AMA SA Board of Directors

POSITION SUMMARY:

The Vice President of AMA SA supports the President in providing leadership and strategic direction for the organisation. They serve as a Director of the AMA SA Board and play a pivotal role in governance, advocacy, and member engagement. This role is key in ensuring AMA SA delivers on its mission to advocate for the medical profession and improve healthcare in South Australia.

The Vice President acts as a representative of AMA SA, engaging with members, stakeholders, and the broader healthcare community.

This role works closely with the Board, Council, and CEO to ensure alignment with the organisation's vision, strategic objectives, and member-focused priorities.

KEY RESPONSIBILITIES:

1. Leadership and Governance

- Assist the President & CEO in executing AMA SA's strategic plan and ensuring alignment with the organisation's mission and vision.
- Act as a proxy for the President in their absence, chairing meetings and representing AMA SA as required.
- Serve as a Director of the AMA SA Board, fulfilling all duties and responsibilities as outlined in the Constitution and By-Laws.
- Report Council proceedings and decisions to the Board.
- Assist the President in representing AMA SA in public and official roles.

2. Advocacy and Representation

- Represent AMA SA at internal and external events, fostering relationships with members, government, industry bodies, and other stakeholders.
- Support advocacy efforts by engaging with key decision-makers to influence healthcare policy and reform.
- Act as a spokesperson for AMA SA in the media, public forums, and professional events when required.
- Work with staff & President collaboratively to advance Council and Board initiatives.

3. Strategic Collaboration

- Meet regularly with the President and CEO to discuss priorities and strategies.
- Support the President & Council Chair in the development of Council agendas and strategic initiatives.
- Contribute to strategic planning and decision-making processes.

4. Member Engagement

- Promote AMA SA membership benefits and support initiatives to enhance member growth and retention.
- Engage with members to understand their needs and represent their views effectively and escalate through appropriate channels to ensure.
- Collaborate with the President to strengthen the organisation's value proposition.

PROFESSIONAL DEVELOPMENT:

- Attend media training provided by AMA SA to enhance communication skills.
- Attend governance training provided by AMA SA to ensure effective board contributions.

QUALITIES OF AN EFFECTIVE VICE PRESIDENT:

- Commitment to AMA SA's vision, mission, and strategic plan.
- Ability to articulate key messages to internal and external stakeholders.
- Excellent public speaking and interpersonal skills.
- Ability to work cohesively and collaboratively within a team.
- Flexibility, tact, impartiality, and diplomacy in decision-making and representation.
- Strong listening skills and the ability to engage meaningfully with diverse stakeholders.
- Dedication to ethical governance, ensuring decisions align with the organisation's values and member interests.

TIME COMMITMENT

- Attend Board meetings (minimum 6x per year)
- Attend Council meetings (5 - 6 x per year)
- Attend monthly meetings with Minister of Health
- Attend functions as invited
- Attendance at member / stakeholder events and other obligations as required
- Meet/speak with members as required

TERM OF APPOINTMENT AND APPOINTMENT PROCESS:

The Vice President is elected for a one-year term, with eligibility for re-election for a maximum of two consecutive one-year terms.

The Vice President is appointed in line with the AMA SA Constitution.

PERFORMANCE MEASURES

- Effective contribution to AMA SA Board and Council activities.
- Positive feedback from stakeholders on advocacy and engagement efforts.
- Alignment of Vice President activities with AMA SA's strategic objectives.

REMUNERATION:

This is a voluntary position, with reimbursement for approved expenses related to the role.

APPROVAL AND REVIEW

This position description is subject to annual review by the AMA SA Board to ensure it aligns with organisational priorities and governance standards.