

Association for Manufacturing Excellence

Volunteer Role Position Description

Title: AME Australia State President

The State President has a strategic role to play in representing the Vision and Mission of the association in their state. The State President ensures that the state committee functions effectively, that there is full participation at AME meetings and events, that all relevant matters are discussed and effective decisions are made and implemented.

Requirements of the Role

Ensure the AME state committee functions effectively

- Attend monthly board meetings in accordance with the rules of the association.
- Plan and run quarterly committee meetings in accordance with the rules of the association.
- Ensure that all matters raised are dealt with in an orderly, efficient manner.
- Bring impartiality and objectivity to the meetings and decision-making process.
- Facilitate change and address any conflict amongst the committee members.
- Plan for recruitment and renewal of the State Committee (Succession Planning).
- Good network of businesses / contacts

Ensure local functions are managed effectively

- Liaise with the National Manager, as appropriate, to maintain an overview on the affairs of the organisation.
- Co-ordinate the state committee's efforts to ensure that responsibilities for particular aspects of management are actioned and that specialist expertise is employed as necessary.

Ensure local events are managed effectively

- Propose and/or develop educational events on relevant / topical and cutting-edge subjects
- Liaise with the National Manager, as appropriate, to ensure there is full participation at local events
- Promote local events to your network
- Act as the event host at a minimum of two local events per annum

Ensure local membership is managed effectively

- Invite members and the wider network to collaborate and get engaged
- Help mentor relationships between members

Represent the organisation

- Communicate effectively the Vision and Mission of the organisation in your State.
- Advocate for and represent the organisation at external meetings and events in your State.
- Be aware of current issues that might affect the organisation in your State.

Qualities and Skills Required

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of the state committee.
- Experience of organisational and people management.
- Knowledge of the operating environment for associations in Australia.

Impact

- You can give back to your local community by helping others on their continuous improvement journey

Good Stuff

- By helping others get engaged, you will be able to grow your own network and develop new contacts for best practice sharing
- You get to learn from and with your fellow AME members

Requirements of the Role

- A strong and authentic leader
- Committed to and knowledgeable about Lean and Continuous Improvement
- A strong communicator, both written and verbal
- Willing to devote their time to the role on a monthly basis
- Committed to AME's Mission which is; *"to inspire a commitment to enterprise excellence through experiential learning by bringing people together to share, learn and grow"*, and Vision of *"being recognized as the leading association for operational excellence"*.

You Will Thrive In This Role If

- You truly believe in the AME's, Vision and Mission
- You enjoy interacting with other people
- You're eager to share your knowledge for the benefit of others

Other Key Information

- AME will pay you \$0
- You must be a member of AME
- You are eligible for complimentary registration to AME events and well regarded National Conference if you support it on the day

Time Commitment

- The role requires an estimated commitment of 2 - 4 hours per week