

SSVP South Africa - National President		
Duties and Responsibilities		
Revision No 4 - October 2022		
Issued for Online Members Usage		
Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	<b>Search for office bearers required by National Council from all levels of SSVP to recruit those most qualified/suitable for the specific role and its required duties and obligations</b>
1,1		Include the dates when office bearers are due for election on the website
1,2		Disseminate election dates throughout SSVP structures using all available mediums and technologies to ensure that all SSVP members are informed of timeframes and requirements
1,3		Emphasise the need for succession plans for National Council and office bearers throughout SSVP in thought, action and example
2	Appointments	<b>Appoint National Council Office Bearers as per "The Rule" and as required for SSVP to run optimally including:</b>
2,1		Vice - President East
2,2		Vice - President West
2,3		Spiritual Advisor
2,4		Treasurer
2,5		Secretary
2,6		Legal and Compliance Officer
2,7		Training Officer
2,8		Twinning Officer - International
2,9		Twinning Officer - Business
2,10		Twinning Officer - School
2,11		Youth Officer
2,12		Development Officer
2,13		Communications Officer
2,14		IT Management Officer
2,15		Administration Officer
2,16		Fundraising Officer
3	Leadership	<b>Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members</b>
3,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
3,2	Presidence	The leadership role of the president is to preside over the activities of the Exco and the National Council and to nurture and encourage all to take up their roles and responsibilities in the management of SSVP SA. This delagative emphasis is to ensure that the entire national leadership participate and share the workload and grow together to in a Vincentian Spirit. SSVP leadership is the ability of a single individual through his or her example, Christian/Vincentian behaviour and actions to inspire and motivate others to higher levels of shared achievement and personal santification.
3,3	Delegation	The President delegates applicable actions to his/her National Vice Presidents or the appropriate Exco Office Bearers or the appropriate National Council Members for their action, report back and discussion of any outstanding issues including:
3.3.1	Delegation	Financial Strucure and Operational Issues
3.3.2	Delegation	Members and Office Bearer Adherence to Roles and Responsibilities
3.3.3	Delegation	Training Schedule and Implementation
3.3.4	Delegation	SSVP Reporting Adhehrence at each Central Council Level
3,4	Prioritisation	The president concentrates on those activities that optimise the Societies growth and societal and religious relationships on a macro level leaving others to grow in the management of the details at each level of the Society
3,5	Discernment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with Christian humility with the Servant Leader only deciding actions that are deadlocked.
3,6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God. hear his wishes and act on them.
4	National Council Management	<b>Direct, delegate, coordinate, support and monitor the performance of specific duties/obligations of National Council Office Bearers including:</b>
4,1		Management of the arranging and holding of National Council meetings at least once per year and at such other times as the National President may determine is required to ensure that SSVP SA runs optimally

4,2		The management, calling and holding of a National Council meeting upon receipt of a written petition signed by at least 25% of the members of the National Council in terms of "The Rule"
4,3		Prepares and distributes a yearly national planning diary for input from all levels of SSVP that schedules the compulsory and recommended activities including:
4.3.1		Special Masses
4.3.2		Festivals
4.3.3		Planning Meetings
4.3.4		National Council Meetings
4.3.5		Central Council Meetings
4.3.6		District Council Meetings
4.3.7		Conference Meetings
4.3.8		Training Programme Schedules
4.3.9		SSVP new member recruitment drive dates and processes
4.3.10		Provides input to SSVP national district and central council organograms to ensure they are up to date
4,4		Approves minutes of National Council Meetings and ensures their timeous and appropriate distribution
4,5		Redistribute all relevant and applicable incoming communication from internal and external sources
4,6		Systematic, periodic written and oral communication with all Central Council Presidents
4,7		Periodically visits Central Council members and attends Central Meetings and as requested to address issues
4,8		Visits District Council members and attends District Meetings as requested to address specific issues
4,9		Visits Conference members and attends Conference Meetings as requested to address specific issues
4,10		Liaison with the National Treasurer in the receipt, preparation and submission of the financial statements and monitors the accounts on a monthly basis
4,11		Liaison with the National Secretary/Legal Officer in the receipt, preparation and submission of the activity reports
<b>5</b>	<b>CGI Management</b>	<b>Ensure that the requirements for the affiliation of SSVP SA with CGI are in place and adhered to including all aspects of the Rule and Statutes of the Society of St. Vincent de Paul, which consists of three parts.</b>
5,1		Liaise with CGI as required to ensure that SSVP SA current operations and future planned developments meet CGI requirements
5,2		Redistribute CGI correspondence received to all levels of SSVP through the current structures
5,3		Make representations to CGI as and when requested/directed by National Council
5,4		Issue SSVP Annual Report to CGI
<b>6</b>	<b>Spiritual Management</b>	<b>Meets with the National Spiritual Guidance Officer to agree the years Spiritual activities and requirements including:</b>
6,1		SSVP members Spiritual training requirements
6,2		Request and attend meetings with various Catholic/Christian bodies to discuss SSVP cooperation including:
6.2.1		SACBC
6.2.2		Regional Catholic Authorities
6.2.3		Catholic publications
6.2.4		Radio Veritas
6.2.5		Caritas SA
6.2.6		Others to be advised
6,3		Ensures that the need for Spiritual Guidance and input is a requirement throughout the SSVP structures and levels
<b>7</b>	<b>Financial Management</b>	<b>The treasurer and president shall exercise strict control over the National funds and shall endeavour to cooperate with banking officials and auditors in safeguarding of funds and accounts in accordance with modern day banking and financial control mechanisms.</b>
7,1		Attend treasurer/financial meetings when invited by treasurers and presidents at all levels of SSVP or by the NP's own election at least once per year and at such other times as the National Treasurer may determine is required to ensure that SSVP SA finances matters run optimally
7,2		Liaise with potential and current donors as and when it becomes necessary and/or as when specifically requested by the National Treasurer, National Fundraising Officer or other National Council Member
7,3		Be informed of and have sight of internal requests for support/assistance and advise/vote on approvals
<b>8</b>	<b>Training Management</b>	<b>Meet with the National Training Officer periodically and as required to address strategic and emergency concerns</b>
8,1		Agree the required training modules to be presented in accordance with National Council agreements
8,2		Ensure that the training Modules content make SSVP members aware of their specific duties and responsibilities as members and office bearers
8,3		Ensure that the training Modules content make SSVP members aware of the history of the Society including its Patron St. Vincent de Paul, its founder Alexander Wilmot and the details of the founding of the Society
<b>9</b>	<b>Compliance Management</b>	<b>Meet with the National Legal Officer periodically and as required to address strategic and emergency concerns</b>
9,1		Ensure that the SSVP SA "Rule", constitution and development documents are reviewed by the National Legal and Compliance Officer periodically to ensure the Society's compliance with CGI requirements
9,2		Make arrangements to review any identified compliance problems with the SA National Council
<b>10</b>	<b>Development Management</b>	<b>Meet with the National Development Officer and other National Office bearers periodically and as required to address strategic objectives, their progress and to attend to any emergency concerns</b>
10,1		Confirm which development options are to be pursued in the coming year

10,2		Review the progress of the initiatives and identify any corrective actions required
10,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
10,4	Partnerships and Networks	Encourage and monitor the building of partnerships and networks through the development and communications officers within parishes and the diocese. Cooperative relationships with other faith groups, civic communities and benefactors to be nurtured to ensure that SSVP highlights the needs of the poor and vulnerable across a widespread of communities.