

| SSVP South Africa - Central Council President | | |
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| Duties and Responsibilities | | |
| Revision No 4 - October 2022 | | |
| Issued for Online Members Usage | | |
| Item # | Management Function | Duty, Responsibility, Instruction or Action |
| 1 | Appointments | Search for office bearers required by Central Council from all levels of SSVP to recruit those most qualified/suitable for the specific role and its required duties and obligations |
| 1,1 | | Include the dates when office bearers are due for election on the website |
| 1,2 | | Disseminate election dates throughout SSVP Central Council 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 Central Council office bearers in thought, action and example |
| 2 | Appointments | Appoint Central Council Office Bearers as per "The Rule" and as required for SSVP to run optimally including: |
| 2,1 | | Vice - President |
| 2,2 | | Spiritual Advisor |
| 2,3 | | Treasurer and Financial Reporting Administrator |
| 2,4 | | Secretary - Aggregation and Activity Report Administrator |
| 2,5 | | Youth Officer |
| 3 | Leadership | Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members |
| 3,1 | Obedience | Adhere 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 Central Council and to nurture and encourage all to take up their roles and responsibilities in the management of SSVP. This delagative emphasis is to ensure that the entire Central Council leadership participate and share the workload to grow together 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 sanctification |
| 3,3 | Delegation | The President delegates applicable actions to his/her Vice President or the appropriate Central Council Office Bearers 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 his/her Central Council Level |
| 3,4 | Prioritisation | The president concentrates on those activities that optimise the Societies growth and societal and religious relationships on a Central Council macro level leaving others to grow in the management of the details of the matters to be addressed |
| 3,5 | Discerment 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 | Central Council Management | Direct, delegate, coordinate, support and monitor the performance of specific duties/obligations of Central Council Office Bearers including: |
| 4,1 | | Management of the arranging and holding of Central Council meetings each month of the year and at such other times as is required to ensure that SSVP SA runs optimally |
| 4,2 | | Provides Central Council input to the SSVP national planning diary that schedules the compulsory and recommended activities including: |
| 4.2.1 | | Special Masses |
| 4.2.2 | | Festivals |
| 4.2.3 | | Planning Meetings |
| 4.2.4 | | Central Council Meetings |
| 4.2.5 | | District Council Meetings |
| 4.2.6 | | Conference Meetings? |
| 4.2.7 | | Training Programme Schedules |
| 4.2.8 | | SSVP new member recruitment drive dates and processes |

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| 4.2.9 | | Provides input to SSVP district and central council organograms to ensure they are up to date |
| 4.3 | | Approves minutes of Central Council Meetings and ensures their timeous and appropriate distribution |
| 4.4 | | Redistribute all relevant and applicable incoming communication from internal and external sources |
| 4.5 | | Systematic, periodic written and oral communication with all District Council Presidents |
| 4.6 | | Periodically visits District Council members and attends District Council Meetings and as requested to address issues |
| 4.7 | | Liaison with the Central Council Treasurer in the receipt, preparation and submission of the financial statements to National Council and monitors the accounts on a monthly basis |
| 4.8 | | Liaison with the Central Council Secretary and National Legal Officer in the receipt, preparation and submission of the activity reports to National Council |
| 4.9 | | The Central Council President and/or other delegated Central Council Members attend/s a different District Council Meeting each month during his/her term of office on a rotating basis to listen, serve and provide guidance and help as required |
| 4.10 | | The Central Council President ensures that each District Council appoints a designated Spiritual Advisor to attend each District Council meeting and provides Spiritual guidance to the District Council Members |
| 4.11 | | The Central Council President distributes Central Council M.o.M to each District Council President with specific instructions for the District Council President to distribute the M.o.M to all conferences in his/her district |
| 4.12 | | The Central Council President distributes all communications and details of interest in respect of innovation and projects to each District Council President with specific instructions for the District Council President to distribute them on to all conferences in his/her district |
| 4.13 | | The Central Council President sends a quarterly newsletter to each District Council summarising SSVP activities in his/her District Council President and items of interest from Christian, Catholic and other religions. The Central Council President includes a specific instruction for the District Council President to forward the newsletter on to all District Council Office bearers and District Conference Presidents. |
| 4.14 | | The Central Council President/Communications Officer cooperates and communicates with other charitable organisations that share similar objectives to the Society |
| 4.15 | | The Central Council President reviews the self registration/aggregation status of all of the conferences/members within the Central Council with the secretary and agrees the report summary to be sent to National Council Aggregation Officer |
| 4.16 | | The Central Council President to ensure that the council and all of its members conduct an annual review and produce a report of their work and service to the District Council and conferences in their Central Council. The review to look to improve their service to their District Council's and reporting to the National Council respectively |
| 4.17 | | The Central Council President and Secretary review, collate and summarise the financial reports received from the District Council and when complete or if incomplete then by the "submission deadline", forward the summary and support information to the National Council Treasurer |
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| 5 | National Council Management | Meets with appropriate National Council Officers to agree National Council cooperation including: |
| 5.1 | | Central Council Presidents to attend all National Council meetings if possible |
| 5.2 | | Central Council Presidents to appoint an alternative Central Council member to attend any National Council meeting that the Central Council President cannot attend. |
| 5.3 | | The Central Council President distributes all National Council M.o.M and communications to each District Council President with specific instructions for the District Council President to distribute the M.o.M and communications to all conferences in his/her district |
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| 6 | Spiritual Management | Meets with the Central Council Spiritual Guidance Officer to agree the years Spiritual activities and requirements including: |
| 6.1 | | SSVP members Spiritual training requirements |
| 6.2 | | Request and attend meetings with various Catholic/Christian bodies and the Parish to discuss SSVP cooperation |
| 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 |
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| 7 | Financial Management | The treasurer and president shall exercise strict control over the Central Council 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. |
| 7.1 | | Attend treasurer/financial meetings when invited by the Central Council treasurer or by the Central Council's own election at least 4 times per year and at such other times as the Central Council treasurer may determine is required to ensure that SSVP financial 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 Central Council Treasurer |
| 7.3 | | Be informed of and have sight of internal requests for support/assistance and advise/vote on approvals |
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| 8 | Training Management | Meet with the Central Council Training Officer periodically and as required to address strategic and emergency concerns |

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| 8,1 | | Agree the required training modules to be presented in accordance with National and Central 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 |
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| 9 | Compliance Management | Contact the National Legal Officer as required to address any concerns brought to Central Council attention |
| 9,1 | | Ensure that the SSVP SA "Rule", constitution and development documents are adhered to in respect of any issues raised |
| 9,2 | | Make arrangements to review any identified compliance problems with the SA National Council |
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| 10 | Development Management | Meet with the National Development Officer and other National/Central Council Office bearers periodically and as required to strategic objectives progress and to attend to any emergency concerns |
| 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. |
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