

SSVP South Africa - National Legal Office Bearer Duties		
Revision No 4 - April 2023		
Issued for Online Members Usage		
Item #	Management Function	Duty, Instruction or Action
1	Appointments	Search for legal/compliance office bearers required throughout SSVP SA to recruit those most qualified/suitable for any specific role that has been identified
1.1		Emphasise the need for succession plans for office bearers in thought, action and example
2	Appointments	Appoint legal/compliance Office Bearers as per "The Rule" and as required by National Council for SSVP to run optimally including:
2.1	Appointments	Appoint Legal Officers for SA East and SA West in liaison with Exco if, as and when required
2.2	Appointments	Appoint temporary legal officers at selected Central Council level as required to resolve a temporary problem by agreement with Exco
3	Elections	Prepare and maintain appropriate election policies for all levels of SSVP SA in accordance with the "Rule" and CGI requirements. Present to National Council for approval and adoption and manage the implementation of them throughout SSVP SA structures
3.1	Register and History	Keep a register of elections that have been held and a schedule of future election dates throughout all levels of SSVP SA's structures
3.2	Compliance Management	Ensure that all elections held throughout SSVP structures are managed in accordance with SSVP SA Election Policy
3.3	Compliance Oversight	Arrange for the overseeing of all elections held and provide guidance on the adherence to SSVP SA Election Policy and the production of an election report that includes the election process and results
3.4	Compliance Oversight	Review the Election Report for all elections to ensure the adherence to SSVP SA Election Policy
3.5	Approval Confirmation	Approve the Election Report and issue a certificate of verification that the election complied with the SSVP SA Election Policy
4	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members and all we meet
4.1	Obedience	Adhere to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
4.2	Leadership	The lead role of the National legal office bearer guides the activities of SSVP SA in Legal and Compliance matters, nurtures and encourages members and office bearers at all levels of the SSVP structure to act in accordance with their roles and responsibilities to grow together in a Vincentian Spirit
4.3	Delegation	Delegates required actions to the appropriate members and office bearers as and when required to ensure that SSVP legal and compliance management is optimised
4.4	Prioritisation	Concentrates on the legal and compliance associated management actions to ensure that the Societies operational and administrative processes are in compliance and aligned with SSVP and Government requirements
4.5	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.
4.6	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.
5	National Council Management	Direct, delegate, coordinate, support and advise of any specific legal and compliance issues that require attention throughout SSVP SA
5.1	Planning	Provides legal and compliance input to the SSVP "National Planning Day" as required/requested
5.2	Compliance	Ensures that the society at all levels (National, Central Council, District and Conference) complies with The Rule of the Society
5.3	Compliance	Ensures that SSVP is operating in accordance with the SSVP "Constitution"
5.4	Compliance	Ensures that SSVP is operating in accordance with current legislation applicable to SSVP including but not limited to all applicable legislation of the Republic of South Africa. This will include the NPO Act and others which govern or have a bearing on the functioning or activities of the Society.
5.5	Compliance	Ensures that SSVP is operating in accordance with the department of Social Development as applicable to SSVP.
5.6	Compliance	Ensures that SSVP is operating in accordance SARS requirements as applicable to SSVP
5.7	Compliance	Ensures that SSVP policies and resolutions are complied with at all levels of SSVP
5.8	Compliance	Attends to all compliance requests by donors or executors or other institutions in relation to obtaining donations or bequests
5.9	Reporting	Ensures that all required SSVP reports are compiled and submitted on time to the relevant parties, including:
5.9.1	Reporting	Department of Social Development report.
5.9.2	Reporting	CGI - International Report
5.9.3	Reporting	SARS - Annual returns and submissions
5.9.4	Reporting	Maintain an up to date register of all SSVP resolutions that are passed and notify Exco members where it can be viewed
5.9.5	Reporting	Maintain an up to date register of all fixed assets belonging to the Society and notify Exco members where it can be viewed
5.9.6	Meetings	Provide compliance reports annually and make presentations at all levels as required or requested by National Council members
5.10	Meetings	Attend all National Council Meetings and meetings at any other level of SSVP upon request and/or at the legal officers own election
5.11	Legal Guidance	Assists members at all levels of the Society with interpretation and guidance on any issues that arise with potential legal consequences for SSVP
5.12	Legal Guidance	Provides or obtains legal opinions on any legal matters affecting the society upon request or to resolve a known difficulty
5.13	Legal Guidance	Drafts contracts/agreements that the Society is considering entering into with an outside entity
5.14	Legal Guidance	Review existing agreements between outside entities and SSVP at National, Central or District Council level and advise of any required changes
5.15	Legal Guidance	Deals with the administration of any deceased estates and donor bequests to SSVP
5.16	Monitor and Oversight	Drafts contracts and agreements that the Society is considering entering into between different SSVP entities
5.17	Monitor and Oversight	Reviews SSVP standard documents and authorises their use
5.18	Monitor and Oversight	Reviews any incoming document that requires a formal SSVP response that may have legal or binding consequences
5.19	Monitor and Oversight	Drafts and authorises a SSVP response to any incoming communication/document that requires a formal SSVP response that may have legal consequences
5.20	Monitor and Oversight	Provides internal advice throughout SSVP to ensure adherence to and compliance with all operating procedures, resolutions, voting requirements etc.
5.21	Monitor and Oversight	Drafts, reviews, approves and/or issues annual compliance disciplinary procedures and their enforcement processes
6	Central and District Council Management	Meets with appropriate District Council Officers to agree District Council cooperation including:
6.1	Monitor and Oversight	Provides similar services and advice throughout SSVP central and district councils as those provided to National Council through the appropriate central and district council office bearers
6.2	Monitor and Oversight	Communicates with or attends central and district council meetings when requested to address specific legal and compliance concerns or issues
7	Financial Management	Provides an advisory service to the National Treasurer as requested and to ensure that SSVP complies with required financial requirements
7.1	Financial Management	Attend treasurer/financial meetings when invited by the National Treasurer or by the National President or at his/her own election to ensure that SSVP financial matters are run in compliance with the applicable rules/regulations
7.1	Financial Management	Review any draft fundraising policies presented by any/all levels of SSVP SA in accordance with the "Rule", CGI and legal requirements for presentation to National Council for their approval and adoption
7.2	Financial Management	Attend Fundraising Committee meetings as an optional elected member, or as a guest or when requested by the committee, Exco or National Council
8	Asset Management	The National Treasurer works in tandem with the National Legal Officer jointly or individually acting as the National Asset Manager to ensure that the current and future assets of SSVP SA are managed optimally in accordance with the requirements of Exco and the National Council
8	Asset # 1 - Frederik Place, 28	The National Asset Manager to direct and coordinate the activities required to ensure that the Frederik Place facility is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:
8.1	Asset # 1 - Frederik Place, 28	Appoint a locally based SSVP member as the "SSVP Facility Manager" to attend board meetings, staff management meetings and for him/her to report the
8.2	Asset # 1 - Frederik Place, 28	Liaise with the SSVP Facility Manager on an ongoing basis to address any issues that arise in the management of the facility
8.3	Asset # 1 - Frederik Place, 28	Report any issues that require National Council input or resolution and discuss the implications of any proposed solutions or actions
8.4	Asset # 1 - Frederik Place, 28	Provide a written summary of Exco's decision addressing any issue raised and issue it to the "SSVP Facility Manager" for their input and implementation as
8.5	Asset # 1 - Frederik Place, 28	Obtain a copy of the facilities Annual Financial Statement and issue it to the SSVP National Treasurer for information
8.6	Asset # 1 - Frederik Place, 28	Obtain a copy of the facilities Annual Operations Report and issue it to the SSVP National Exco for information
8.7	Asset # 1 - Frederik Place, 28	Obtain a copy of the facilities support documentation that provides details of the costs and issues contained in the Annual Financial Statement and Annual
8.8	Asset # 1 - Frederik Place, 28	Attend the facility board meeting and staff management meetings as and when requested by the "SSVP Facility Manager" and/or as and when required to
9	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	The National Asset Manager to direct and coordinate the activities required to ensure that the Polokong Village facility is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:
9.1	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	Investigate the lease details and make suggestions to Exco for consideration
9.2	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	Implement the agreed actions arising from the Exco discussion
9.3	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	
9.4	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	
9.5	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	
9.6	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	
9.7	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	
9.8	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	
10	Asset # 3 - 45, Laurel Rd, Glenwood, Durban.	The National Asset Manager to direct and coordinate the activities required to ensure that the TBA facility is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:
10.1	Asset # 3 - 45, Laurel Rd, Glenwood, Durban.	Investigate and find the details of the house, what it is currently being used for and report to Exco for discussion
10.2	Asset # 3 - 45, Laurel Rd, Glenwood, Durban.	Implement the agreed actions arising from the Exco discussion
10.3	Asset # 3 - 45, Laurel Rd, Glenwood, Durban.	
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10.6	Asset # 3 - 45, Laurel Rd, Glenwood, Durban.	
10.7	Asset # 3 - 45, Laurel Rd, Glenwood, Durban.	
10.8	Asset # 3 - 45, Laurel Rd, Glenwood, Durban.	
11	Asset # 4 - 9, Wattle St, Lenasia.	The National Asset Manager to direct and coordinate the activities required to ensure that the TBA facility is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:
11.1	Asset # 4 - 9, Wattle St, Lenasia.	Investigate and find the details of the house, what it is currently being used for and report to Exco for discussion
11.2	Asset # 4 - 9, Wattle St, Lenasia.	Implement the agreed actions arising from the Exco discussion
11.3	Asset # 4 - 9, Wattle St, Lenasia.	
11.4	Asset # 4 - 9, Wattle St, Lenasia.	
11.5	Asset # 4 - 9, Wattle St, Lenasia.	
11.6	Asset # 4 - 9, Wattle St, Lenasia.	
11.7	Asset # 4 - 9, Wattle St, Lenasia.	
11.8	Asset # 4 - 9, Wattle St, Lenasia.	
12	Asset # 5 - House in Outkiep	The National Asset Manager to direct and coordinate the activities required to ensure that the House in Outkiep is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:
12.1	Asset # 5 - House in Outkiep	Investigate and find the details of the house, what it is currently being used for and report to Exco for discussion
12.2	Asset # 5 - House in Outkiep	Implement the agreed actions arising from the Exco discussion
12.3	Asset # 5 - House in Outkiep	
12.4	Asset # 5 - House in Outkiep	
12.5	Asset # 5 - House in Outkiep	
12.6	Asset # 5 - House in Outkiep	
12.7	Asset # 5 - House in Outkiep	
12.8	Asset # 5 - House in Outkiep	
13	Training Management	Meet with the National Training Officer periodically and as required to address training concerns
13.1	Training Management	Ensure that all training modules adhere to SSVP compliance requirements
14	Development Management	Meet with the National Development Officer periodically and as required to address development initiatives that may have compliance concerns
14.1	Development Management	Review the development initiatives that have been identified and advise of the required corrective actions