

SSVP South Africa - Volunteer National Council Secretary		
Duties and Responsibilities		
Revision No 4 - October 2023		
Issued for Online Members Usage		
Item #	Management Function	Duty, Responsibility, Instruction or Action
<b>Appointments</b>		
1	Appointments	Look out for suitable secretaries who may be required across all levels of SSVP and recommend them to those in need of the skill set
1,1		Emphasise the need for succession plans for secretaries throughout SSVP
1,2		Seek suitably skilled SSVP members who can serve in current, future or supplementary secretarial roles throughout SSVP structures
1,3		Seek suitably skilled service providers who can provide the required skills should insufficient SSVP members be available
<b>Servant Leadership</b>		
2	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
2,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
2,2	Leadership	The lead role of the National Secretary guides the activities of the Exco and the National Council in secretarial matters and nurtures and encourages secretaries at all levels of the SSVP structure act in accordance with their roles and responsibilities to grow together in a Vincentian Spirit
2,3	Delegation	Delegates required actions to the appropriate Central Council Secretaries as and when required to ensure that SSVP secretarial and administrative management is optimised
2,4	Prioritisation	Concentrates on the secretarial and associated management actions to ensure that the Societies secretarial and administrative processes are in compliance and aligned with SSVP and Government requirements
2,5	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 as per the "Rule"
2,6	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.
<b>National Secretary</b>		
3	National/Central Council Management	The National Secretary manages all SSVP SA incoming and outgoing internal communications between the National Council and each of the Central Councils, liaises with the National President, National Vice Presidents, National Administration Officer, National Communications Officer and with other members of the National Council as required to address all matters arising
3,1	Annual National Diary	The National Secretary compiles the SSVP SA National Diary in conjunction with the National President and the two National Vice Presidents in October of each year for implementation on 1st January the following year and arranges for the approved diary to be posted on the SSVP SA website at the end of December
3,2	Annual National Diary	The National Secretary liaises with the Central Council Secretaries in the compilation, production and implementation of the various activities included in the SSVP SA National Diary throughout the year as required to ensure the maximum participation in them
3,3	National Council Meetings	The National Secretary organises each National Council Meeting, prepares the agenda and supporting documents, records, stores and distributes the M.o.M through SSVP SA online or hard copy structures and undertakes systematic written and oral communication to ensure that National Council information is communicated to all Central Council Secretaries for their further onward distribution
3,4	National Council Meetings	Manages the logistics and travel arrangements for all attendees at National Council Meetings and manages the receipt and distribution of all communications and documents related to National Council Meetings
3,5	Central Council Liaison	Inform Central Council Secretaries of the need to provide documentation/information and reports to the appropriate National Council Officer timeously
3,6	Central Council Administration	The receipt and filing of the Central Council M.o.M each month and additional information relating to District Councils, their Conferences and take the appropriate follow up actions as required to ensure compliance
<b>National Council Members Registration</b>		
4	Members Registration	The National Secretary monitors and coordinates the overall input of members details into the online Members Registration Database through SSVP SA secretary's at Central Council, District Council and Conference levels as detailed in this section
4,1	Online Registration Database	The National Secretary collates the information from each Central Council's reports of their Districts and Conferences input on the members self registration portal/section and reports the national status to National Council
4,2	Online Registration Database	Maintains monthly written and oral communication with Central Council secretaries to ensure that all current and new member details are consistently inputted on the Data Storage Site and that reports are provided timeously to the National Secretary
4,3	Online Registration Database	Maintains SSVP SA members database to ensure it is up to date by receiving, collating and inputting information received from SSVP Central Council structures
4,4	Online Registration Database	Periodic updating of the SSVP self registration database to ensure that all current and new member details are consistently reflected in it
4,5	Online Registration Database	Systematic, periodic review the SSVP member and conference self registration status on the national database
4,6	Online Registration Database	Periodic production of the SSVP national database report based on the information/data provided by the Central Council Secretaries
<b>National Council Activity Reporting</b>		
5	Activity Reporting	The National Secretary monitors and coordinates the overall input of members details into the online Activity Register Database through SSVP SA secretary's at Central Council, District Council and Conference levels as detailed in this section
5,1	Activity Reporting	The National Secretary records the input of information of each Central Council's Conferences Activity Reports in the online system, reports the status to Exco and National Council as required and follow up late submissions