

SSVP South Africa - Combined Roles		
National Secretary and National President's Personal Assistant (PA)		
Duties and Responsibilities		
Revision No 2 - February 2024		
Issued for Discussion and Finalisation		
Item #	Management Function	Duty, Responsibility, Instruction or Action
	General Requirements	The NPPA is a part-time role requiring a few hours three days a week, depending on the workload at any particular time. The majority of the work may be done from home, although there will be a need to meet the National President from time to time to discuss the work required. There should be two such meetings a month, depending on the workload. The NPPA should be a devout Catholic/Christian, prepared to adhere to the principles and rules of SSVP
1	Appointments	Look out for suitable Catholic 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
Servant Leadership		
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 President Personal Assistant assists the National President in his/her activities in the leadership and management of SSVP and Exco and encourages fellow members 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 SSVP members and office bearers as and when required to ensure that SSVP administrative management is optimised
2,4	Prioritisation	Concentrates on the administrative and associated management actions and the National Presidents instructions to ensure that the Societies 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.
National President PA - National Council Duties		

3	National Council Management	The National President's Personal Assistant (NPPA) on a part time basis, preferably acts as the National Secretary, but if not, liaises with the National Secretary, the National Communications Officer and the National President in the management of SSVP SA incoming and outgoing communications, manages the National Council Meetings and related National Council matters as detailed below
3,1	Annual National Diary	The NPPA compiles the SSVP SA National Diary in conjunction with the National President and the National Secretary 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 NPPA liaises with the National Secretary and 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 Meeting Preparation	The NPPA schedules, organises and attends in person each three day National Council Meeting (normally two per year), prepares and circulates the agenda and support documents prior to the meeting
3,4	National Council Meeting Preparation	The NPPA prepares the National President documents required for his/her presentations in the appropriate format using the optimal software programmes
3,5	National Council Meeting Duties	The NPPA records, stores and distributes the minutes of meetings through SSVP SA online, in cloud or hard copy filing structures and provides post meeting reminders to attendees of the tasks allocated to them for completion within the agreed deadlines
3,6	National Council Meeting Travel and Logistics	The NPPA manages the logistics of accomodation 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
3,7	Central Council Liaison	The NPPA informs Central Council Secretaries of the need to provide documentation/information and reports to the appropriate National Council Officer timeously
3,8	Central Council Administration	The receipt and filing of the Central Council minutes of meeting each month and additional information relating to District Councils, their Conferences and take the appropriate follow up actions as required to ensure compliance
		National President PA - Exco Duties
4	Exco Meeting Management	The National President's Personal Assistant (NPPA) preferably acts as National Secretary, but where not, liaises with the National Secretary, the National Communications Officer and the National President in the management of SSVP SA incoming and outgoing communications, manages the National Council Meetings and related National Council matters as detailed below.
4,1	Vincentian Calendar	The NPPA maintains the Vincentian Calendar, notifies and reminds Exco and National Council Members of all upcoming feast days festivals and special occasions in their respective locations
4,2	Exco Meeting Preparation	The NPPA schedules, organises and attends online or in person each Exco Meeting (normally two per month), prepares and circulates the agenda and support documents prior to the meeting
4,3	Exco Meeting Preparation	The NPPA prepares the National President documents required for his/her presentations in the appropriate format using the optimal software programmes
4,4	Exco Meeting Duties	The NPPA records, stores and distributes the minutes of meeting through SSVP SA online, in cloud or hard copy filing structures and provides post meeting reminders to attendees of the tasks allocated to them for completion within the agreed deadlines
		National President PA - Day to Day Duties and Management
5	National Presidents Day to Day Management	The National President's Personal Assistant (NPPA) liaises with the National Secretary, the National Communications Officer and the National President in the management of SSVP SA incoming and outgoing communications, manages the National Council Meetings and related National Council matters as detailed below.

5,1	National Presidents Diary	The NPPA maintains the National President's diary in conjunction with the National President, the National Communications Officer and the National Secretary as required to ensure that the appropriate SSVP activities throughout the year are included to allow the National President to participate in those he/she considers appropriate
5,2	National Presidents Communications	The NPPA monitors and filters all SSVP emails and correspondence sent to the National President, responds directly to those that don't need the National President's input and passes those relevant to other Exco members for their delegated action. The sender to be notified of this delegation and be informed of the identity of SSVP member who will respond to them in due course. The NPPA will alert the National President of those communications that he/she needs to respond to, draft the National President's response send this response to the sender on behalf of the National President
5,3	National Presidents Meetings	The NPPA arranges the National President's in person and online meetings, visits, engagements and key telephone calls etc, reminds him/her of them timeously, checks in advance of any materials and/or preparation work that may be required and drafts/assists in the preparation/ provision of them in good time
5,4	National Presidents Travel and Accommodation Requirements	The NPPA makes any necessary bookings and arrangements for travel, accommodation and hiring of transport on behalf on the National President, confirms all such arrangements and provides the necessary documentation to him/her in good time
National Council Members Registration		
6	Members Registration	The National Secretary monitors and coordinates the overall input of members details into the online Members Registration Database through SSVP SA secretery's at Central Council, District Council and Conference levels as detailed in this section
6,1	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
6,2	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
6,3	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
6,4	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
6,5	Online Registration Database	Systematic, periodic review the SSVP member and conference self registration status on the national database
6,6	Online Registration Database	Periodic production of the SSVP national database report based on the information/data provided by the Central Council Secretaries
National Council Activity Reporting		
7	Activity Reporting	The National Secretary monitors and coordinates the overall input of members details into the online Activity Register Database through SSVP SA secretery's at Central Council, District Council and Conference levels as detailed in this section
7,1	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
National Council Activity Reporting		