



Role Description: RTC : Adult Support

Role Purpose

To manage, coordinate and report on the effective recruitment and support of the Adult Members of SSA in accordance with the Constitution, Organisational Rules and Policies.

Functions

1. Ensure the implementation of the Adult Support Policy in SSA
 - a. Monitor and report on the administration of Warrants and Appointments of Adult Members, with particular attention to the issuing, renewal and cancellation of warrants.
 - b. Monitor and report on the progress (advancement, interest and involvement) of Adult Members with particular attention to the recruitment and retention of Members.
 - c. Provide guidance regarding Affiliate Membership at Regional level.
 - d. Develop and maintain liaison with other RTC Adult Support members in the implementation of the SSA Adult Support Policy.
 - e. Provide assistance to District Teams.
2. Regional Awards
 - a. Encourage the submission of Awards to the Regional Commissioner.
 - b. Ensure timeous processing of Awards to Regional Commissioner.
 - c. Monitor and report progress of Awards in the Region.
3. Perform a support, supervisory and leadership role
 - a. Support and mentor, where necessary, the members of the Region.
 - b. Interpret and apply SSA policy and directives related to Adult Support.
 - c. Conduct regular (at least annually) "Moments that matter" discussions with all your STM: Adult Support members.
4. Assist in the on-going review and improvement, development and implementation of OR and Policies with respect to Adult Support.
5. Support the Disciplinary Procedures and Member Code of Conduct.
6. Represent their Region at National Adult Support meetings
7. Perform / implement any project / task / assignment as required by the RC or Chair: National Adult Support.
8. Have a meeting with the RC and Chair: National Adult Support at least annually, to discuss the successes and challenges in the Region
9. Participate in a personal "Moments that Matter" discussion with the Chair: National Adult Support and Regional Commissioner at least annually (this could be a joint discussion).

be prepared...

Accountability & Reporting Structure

Report to	Regional Commissioner Chair: National Adult Support
Peers	All RTCs in the region
Manages	STM Adult Support Members in the Region
Supports	District Commissioners and their teams Adult Members Regional Commissioner

Delegated Power

- 1. Recommendation on awards
- 2. Appointment of Regional Team Members : Adult Support
- 3. Advise on Disciplinary and Member Code of Conduct procedures
- 4. Provision of advice on OR and Policies

Period of Warrant

5 years renewable for 3 and then 2 years. Thereafter the warrant cannot be renewed for the role.

Appointment Procedure

Process as described in Adult Support Policy.

Other Agreed Tasks

As agreed with the direct report the candidate will also be responsible for:

