



Job Description:

Chair: National Adult Resources

Role Purpose

To manage and coordinate 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 the administration of Warrants and Appointments of Adult Members, with particular attention to the issuing, renewal and cancellation of warrants.
 - b. Monitor the progress (advancement, interest and involvement) of Adult Members with particular attention to the recruitment and retention of Members.
 - c. Provide guidance and directives regarding Affiliate Membership at Regional and National level
 - d. Assist Regions with the formation of Regional Teams including being a member of Interview Panels
 - e. Develop and maintain liaison with other members of the National EXCO, the implementation of the SSA Adult Support Policy.
 - f. Provide assistance to Regional Teams.
2. National Awards
 - a. Coordinate and monitor the operation of the National Awards Committee.
 - b. Ensure timeous processing of Awards by Committee.
 - c. Periodic review of National Awards structure
3. Perform a support, supervisory and leadership role
 - a. Recruit, Mentor and monitor the members of the National Adult Resources Team
 - b. Interpret and apply SSA policy and directives related to Adult Resources.
4. Assist in the on-going review and improvement, development and implementation of OR and Policies with respect to Adult Resources
5. Oversee and provide advice and support with regards to Disciplinary Procedures and Member Code of Conduct
6. Perform an annual Personal Development Review with the National Awards Committee and National Adult Resources Team Members
7. Perform / implement any project / task / assignment as required by the Chief Commissioner
8. Undergo an annual Personal Development Review with the Chief Commissioner

be prepared.....

Accountability & Reporting Structure

Applicable Policies to the Role:	SSA Adult Support Policy
Report to	Organisational Rules
Peers	Chief Commissioner
Manages	SSA Exco Members
	National Adult Resources Team
	National Awards Committee
Supports	Regional Commissioners and their teams

Delegated Power

1. Recommendation on awards / submissions / policy relevant to rank
2. Appointment of National Awards Committee Members
3. Appointment of National Adult Resources Team Members
4. Conduct and advise on Disciplinary and Member Code of Conduct procedures
5. 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:



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