



Role Description:

Chair: National Adult Support

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.

To develop and implement the appropriate processes and procedures to enhance and improve the "Adult Volunteer Experience" of our members.

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 Manco, 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 Support Team.
 - b. Interpret and apply SSA policy and directives related to Adult Support.
4. Assist in the on-going review and improvement and development of OR and Policies with respect to Adult Support.
5. Implementation of OR and relevant policies and/or procedures to enhance the "Adult Volunteer Experience" of our members.
6. Oversee and provide advice and support with regards to Disciplinary Procedures and Member Code of Conduct.
7. Perform annual "Moments that Matter" discussions with the NAC (National Awards Committee) as well as the RTC Adult Support Team.
8. Perform / implement any project / task / assignment as required by the Chief Commissioner
9. Have regular meetings / update discussions, with the Chief Commissioner discussing successes or challenges. This should include a "Moments that Matter" discussion.

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 Support 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 Support 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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