



# Roles and Responsibilities

In accordance to the Policies and Procedures, and in particular the HR Policy of Protective Behaviours Southern Africa, herewith follows the respective duties and obligations, and key deliverables and related duties of office bearers.

**Position:** Board Chair / Vice Chair

- i. Governance
  - a. Provide leadership to the organisation
  - b. Ensure [in partnership with the Board] that the organisation's objectives, goals and mission are being followed
  - c. Ensure [in partnership with the Board] that the organisation develops in the appropriate direction
  - d. Ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion
  - e. Ensure that all legal requirements are met
- ii. Planning
  - a. Produce [in partnership with the Board] a Strategic Business Plan for the organisation
  - b. Ensure [in partnership with the Board] the regular review and development of the Strategic Business Plan
- iii. Meetings
  - a. Ensure that appropriate standing orders are in place
  - b. With the Secretary, prepare the agenda in advance of the meeting
  - c. Chair Board meetings according to Standing Orders
  - d. Chair General Meetings according to Standing Orders
  - e. Rule on issues of meetings procedure not covered in the Standing Orders
  - f. Report to the Annual General Meeting on the situation of the organisation
- iv. Management
  - a. Manage the business of the Board
  - b. Ensure the enforcement of all organisational Policies and Procedures
  - c. Manage the recruitment, induction, and training of Board members [in partnership with the Board] including the assessment, review and renewal of the Board.
  - d. Serve [as nominated by the Board] in negotiation with other organisations.
  - e. With the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place.
- v. Media and Publicity
  - a. Serve as, or appoint a spokesperson for the organisation as appropriate
  - b. Promote the organisation in the community as opportunities arise

**Position: Treasurer**

- i. Governance
  - a. Advise the Board on matters of finance
  - b. Advise the Board on matters of fundraising
  - c. Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organization
  - d. Ensure the organisation's compliance with all applicable tax arrangements
- ii. Finance
  - a. Ensure the enforcement of the Finance Policy
  - b. Ensure the organisation's financial control procedures are adequate and that appropriate
  - c. Collect and receive all money due to the organisation and make all payments authorised by the organization
  - d. Prepare the Budget for the coming year
  - e.
- iii. Meetings
  - a. Report to the Board at each meeting on the financial situation of the organisation
  - b. Report to the Board at each meeting on variances from the approved budget
  - c. Report to the Annual General Meeting on the financial situation of the organization

**Position: Secretary**

- i. Governance
  - a. Ensure the preparation and adoption of appropriate Board policies
- ii. Meetings
  - a. Organise the venue for Board meetings
  - b. With the Chair, prepare the agenda in advance of each Board meeting
  - c. Organise meeting papers for distribution before the meeting
  - d. Take minutes at each Board meeting and circulate to Board members
  - e. Take minutes at each General Meeting and circulate to members of the organization
- iii. Administration
  - a. Maintain a register of members
  - b. Receive nominations for positions on the Board
  - c. Handle the procedures for the admission of new members
  - d. Keep in their custody all documents and securities, and make them available to members as requested
  - e. Undertake administrative duties as required

**Position: Training Coordinator**

- i. Work within the policy and procedure framework of Protective Behaviours Southern Africa
- ii. Work within legislative frameworks
- iii. Coordinate all training activities for training delivered by PBSA
- iv. Plan and deliver PBSA based training
- v. Develop and maintain efficient and effective systems to manage training activities, including quarterly reporting of training activities
- vi. Identify need for additional trainers as it arises
- vii. Liaise with the Chairperson and Master Trainer/s to recruit trainers as and when required

- viii. Work with new and established trainers on their development plans
- ix. Maintain training and competency records
- x. Contribute to performance assessment of trainers and administration staff
- xi. Coordinate and manage trainers
- xii. Coordinate, develop and review training packages
- xiii. Monitor customer requests to identify new training needs
- xiv. Refer identified business development opportunities onto the Board

**Position:** Administrative Assistance

- xv. Liaise with the Training Coordinator regarding the collection of information on programmes, and the revision and updating of existing training material.
- xvi. Disseminate information about the organisation and its events or activities, to other organisations and the general public.
- xvii. Provide relevant information to clients on services available and assist with bookings.
- xviii. Package orders and send to purchasers.
- xix. Assist with management of daily schedules for programme services, and publishing it online.
- xx. Liaise with the appointed bookkeeper on matters pertaining to accepting payment of monies when required, and entering payment details into relevant forms.
- xxi. Administration relevant to promotional documents and funding application submissions.
- xxii. Assist with recording appointments, bookings, compilation of client information and statistical data collection as required.
- xxiii. Attend meetings, take minutes and arrange catering where necessary.
- xxiv. General administrative duties include, but is not limited to, drafting letters; setting up appointments; scheduling meetings; typing; data entry and word processing; filing; word-processing; proof reading; internal and external correspondence;
- xxv. Submit a bi-weekly timesheet to record flexible work hours