

		Note: This document has been created from [NML Job desc for international proposal.docx] prepared by Tim and Gill													Note: to work, each function MUST have one and only one "A" and at least one "R". The original doc only focused on these two – I (Elmar) have elaborated by showing how they could be supported by the other roles						
		R: Responsible – does the work A: Accountable – makes sure / approves the work C: Consulted – provides input I: Informed – is copied on everything																			
ID	Deliverable	Who -->	MD (GGR)	NML (TMA)	NMA (GKH)	Admin Co-ordinator	NCB	Committee Chair	Committee	NOE	FinOfficer	RP's	Pastors	Elders	Ministry Leader	Local Treasurers	Local Advic	Consultant	XREF	Note	
2.1	Strategic Planning			R																	
2.2	Implementation of Vision			R																	
3.1	mission fields of South Africa			R																	
3.2	teach and preach			R	R																
4.1	compliance to the policies rules				R																
4.2	new Board establishment				R																
4.3	Board governance				R																
5.1	Plan & facilitate NCE meetings			R																	
5.1a	Ensure theological soundness			R																	
5.2	Selects NCE members			R																	
5.2a	Appoints NCE Chair			R																	
5.3	NCE composition			R																	
6.1	Accountability to GCIHQ			R																	
6.1a	Accountability to NCE			R																	
6.2	Communication with NCB/NCE			R	R		I		I												
6.3	Timeous execution of NCE resolutions			A			R														
6.3a	Timeous execution of NCB resolutions				A		R														
7.1	Create monthly local & national Fin statements			A																	
7.1a	Prepare national budget			A		R			C												
7.1b	Manage budget			A		R				C											
7.2	Manage expenditure			A						R											
7.2a	Track expenditure patterns			A						R											
7.3	Manage investments			R						C											
7.4	Manage Pastoral / RP spending to limits			A							R	R									
8.1	Manage policies and procedures			A				R													
8.2	Oversee Admin Co-ordinator				R																
8.3	Manage resources: admin & daily ops				R																
8.4	Acquire & manage competent staff & consultants				R																
8.5	Labour relations, promotion, discipline of staff		A	R																	
8.6	This is a value																				
8.7	Manage EQF			A	R		C	R			R	R									
8.8	Sign agreements, legal documents			R	R																
8.9	GCI Compliance to policies & procedures				A		C	R			R	R							R		
	Local Compliance to policies & procedures												A						R	R	
	Regional Compliance to policies & procedures											A	R						R	R	
	Welfare of congregation												A	R	R						
8.10.	Completion of all legal reports and submissions				A																
	NPO narrative to DOSD				A																
	Audited financial statements to DOSD				A																
	Audited financial statements to SARS				A																
	Reconciliation of PAYE (SARS)				A																
	Lodging of IRP5 and IT3(a) forms				A																
	Registration / de-registration of marriage officers				A																
	Maintain and pay of all UIF interaction				A																
	Protecting the tax-exempt status of GCI South Africa				A																
	Registration of the GCI name and mark (CIPC)				A																
8.11	Oversee FaceToFace / national outreaches		A	A																	N01

- N01 Not applicable- applies to NPC, not NPO
- N02 Metaphors have no place in such a document – this is a personal attribute that has to do with competence
- N03 Too specific – rotation? Some congregations need more attention than others
- N04 Code of Conduct; Current thinking is to have MANDATORY and Aspirational goals
- N05 Not measurable
- N06
- N07
- N08
- N09
- N10