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		Note	: This	docur	ment h	as be	en cı	eated	l from	NML	Job d	esc fo	r inter	natior	nal pr	ropos	al.do	x] pre	pare	d by T	im and	Gill		Note:	to we	ork ea	ach fu	nctio	n MUST	have o	ne and only
R: Responsible – does the work A: Accountable – makes sure / approves the work C: Consulted – provides input					Admin		Committee							Local Treasurers						•				one " focus	A" and ed on	d at le these	east or two -	ne "R - I (El	.". The o	riginal o	doc only orated by he other roles
	nted - provides input ed - is copied on everything	<	z	ş	Co-ordinator		<u>.</u>	0	_				Ministry	_ ⊒	Local AdvisC	C								SHOW	ing no	w the	y cou	nu be	support	tu by tii	e other roles
	ed – is copied on everything Deliverable Who>	Ē	NML (TMA)	NMA (GKH)	ord		tee	Committee	NCE		D		₹ .	reas	<u>a</u>	Consultant															
		99	M	9	ina	NCB I	Chair	∄ ;	NCE NCE	RP's	Pastors	Elders	Leader	Sure	d⊻i	il to															
ID	Deliverable Who>	꼰	_	IJ	₫ (₩ !	<u>a</u> .	e i	H Ğ	ű	ន័	क्र	ब्	ă	ő	Ĩ.													XRE	F	Note
	Strategic Planning		R																												
	Implementation of Vision		R																												
	mission fields of South Africa		R																												
	teach and preach		R																												
	compliance to the policies rules			R																											
	new Board establishment			R																											
	Board governance			R																											
	Plan & facilitate NCE meetings		R																												
	Ensure theological soundness		R																												
	Selects NCE members		R																												
	Appoints NCE Chair		R																												
	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		Α		- 1	R																									
6.3a	Timeous execution of NCB resolutions			Α	- 1	R																									
7.1	Create monthly local & national Fin statements			Α																											
7.1a	Prepare national budget			Α	- 1	R			С																						
7.1b	Manage budget			Α	- 1	R			C																						
7.2	Manage expenditure			Α					R																						
7.2a	Track expenditure patterns			Α					R																						
	Manage investments			R					C																						
7.4	Manage Pastoral / RP spending to limits			Α						R	R																				
8.1	Manage policies and procedures			Α				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		Α	R																											
8.6	This is a value																														
8.7	Manage EQF		Α	R	(С	R		R	R																					
8.8	Sign agreements, legal documents		R	R																											
	GCI Compliance to policies & procedures			Α	(С	R		R	R					R																
	Local Compliance to policies & procedures										Α			R	R																
	Regional Compliance to policies & procedures									Α	R			R	R																
	Welfare of congregation										Α	R	R																		
8.10.	Completion of all legal reports and submissions			Α																											
	NPO narrative to DOSD			Α																											
	Audited financial statements to DOSD			Α																											
	Audited financial statements to SARS			Α																											
	Reconciliation of PAYE (SARS)			Α																											
	Lodging of IRP5 and IT3(a) forms			Α																											
	Registration / de-registration of marriage officers			Α																											
	Maintain and pay of all UIF interaction			Α																											
	Protecting the tax-exempt status of GCI South Afri	ica		Α																						\neg	\neg				
	Registration of the GCI name and mark (CIPC)			Α																							\neg				
	Oversee FaceToFace / national outreaches		Α	Α																						\neg	\neg			ı	N01

NML RACI.ods : Sheet1 Page 1 of 3.

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## Handle legal issues ## A																								 		2017/12/10	8 : 12:18:06
Adherence to Code of Conduct A R R R R R R R R R R R R R R R R R R	8.12	National website																									
Sa personal code / competence superior Sa personal code / competence superior Sa personal code / competence superior Sa metaphor a la Bernie's BTC Sa metaphor a la Bernie's B	8.13																										
10.1 sa metaphora la Bernie's BTC				Α	R	R	R	R	R	R	R	R	R	R	R	R	R	R									
10.1 Is a metaphor a la Bernie's BTC	9.2																										
10.2 Visit congregations	9.3																										
10.3 Is a personal code / competence soure																											
MTP				R	R																					N03	
MTP																											
DCW	10.4			Α								R															
10.5 Engage with affiliation requests			Α															R									
How doe measure this is aspirational In the doe measure this is aspiration and the doe of the																											
Prepare national weekly update R R S S S S S S S S S S S S S S S S S				R																							
Distribute national weekly update R R R R R R R R R R R R R R R R R R R	10.6																										
11.1 Monitor & respond to communication Image: Communication of the commun	10.7																										
11.2 included in 11.1 Included in				R																							
11.3 Ensure open channels of communication R R R R I																										N05	
11.4 Report on NCB meetings R R R I<																											
11.5 Provide feedback in financial health R R Image: square squar	11.3																										
Ensure transparency R Image: specific description of the control of t	11.4			R								ı	ı	I													
11.6 Encourage networking with external org's R Image: R	11.5																										
11.7 Annual HQ reporting R Image: Conflict resolution processes Image: Conflict res					R																						
12.1 Oversee conflict resolution processes A A A R R R R R R R R R R R R R R R R	11.6			R																							
12.2 Oversee disassociation processes	12.1			_								R	R														
	12.2	Oversee disassociation processes		Α	Α							R															
																\Box											

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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

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