

Responsibilities and obligations of serving National Council members

The National Council meets four times per year. Generally, two of these meetings are face-to-face and two are phone link-ups. In accordance with the Constitution of the SSPA, a Councillor is expected to attend at least two out of the four National Council meetings; In the event of non-attendance at a National Council meeting, Council members should send their apologies. Absent Council members may appoint a proxy for a particular meeting. The appointment of a proxy must be in writing, signed by the member appointing the proxy and stipulating the meeting for which it is to have effect [Refer to SSPA Constitution, Item 15, Para 1(e)].

Councillors are expected to carry out their duties promptly when given specific tasks or appointed on sub-committees. Sub-committees are often formed on Council to investigate a new area of activity or examine an existing policy. In the event that Councillors are asked to participate on a sub-committee, they are expected to carry out their duties promptly. Councillors should familiarise themselves with the Constitution of the SSPA (with particular reference to the 'Objectives') as well as the Mission Statement. Councillors should also be familiar with the Code of Ethics, Code of Conduct and the Publicity Guidelines. Retiring or outgoing National Council office bearers and National Council-appointed officers must hand over their duties promptly to their successors, together with all relevant records and documents, etc. They should also give their successors a briefing describing the key processes and responsibilities relating to their position, as well as any current priorities and challenges to ensure a smooth transfer of responsibilities. These responsibilities and obligations apply to all National Council members, both 'ordinary' and 'office-bearers'

Description of National Council positions

The National Council office-bearers, along with the National Council members are responsible for making Association decisions. They may be required to form sub-committees from time to time.

Each National Council position is served on an honorary basis.