

## VP Admin - 1 February 2012

This document worked out to be more a to-do list: there's lots of work now fairly well defined that I must get going with. With the Administration Services post now well established the "routine" of VP Admin is much less clear. I hope several issues will be resolved well enough not to become part of future Management Committees discussions – and not part of a future VP Admin's tasks!

### 1. SAOF CONSTITUTION

The AGM procedures, decisions and the consequences must be mapped, re-defined where needed and the whole decision-tree filled out to its logical conclusions.

Define the actions required by the AGM.

Decide on the logical procession from one task to the next with specific attention on the effects of preceding tasks (i.e. newly elected personnel and their tasks in the AGM).

Map out the decision tree of each task and the results of each.

Define procedures to incorporate each result.

Several results of the AGM lead to un-defined conclusions. Specifically the rejection of the 2011 financial results led to a constitutionally badly-defined SGM with no clear guidelines on how to proceed. The procedures surrounding the SGM are clearly insufficient. The current procedures used in other federations as well as some of the common rule-sets used in committees (Rules of Order/Parliamentary Procedures) will be used to re-formulate the required parts of the Constitution. Part of this re-formulation may well deal with the procedure required to allow the AGM to study, comment and change these formulations!

A point raised in the Big5-O is the incorporation of NGOs or other non-club affiliates into the SAOF. This will both affect the voting structure of the AGM as well as the responsibilities defined between the Management Committee and the affiliates. Again will in all probability lead to changes in the constitution.

After the initial drafts a committee may have to be set up to consider the proposed changes to the constitution due to the breadth of the changes. Thereafter the changes will have to be published to the general membership for discussion before possible voting in the AGM. (This may also need to be defined)

### 2. OPERATIONS MANUAL

Define and codify the discrete operations that make up the routine of each VP portfolio. The goal is to create a manual that will assist new committee members in not "re-inventing the wheel" as well as having transparent and accountable management of the SAOF.

### **3. MEASUREING FRAMEWORK**

Several tasks performed by the SAOF require repeated interventions and are near routine in the goal of growing orienteering in SA. Among these are the High Performance, membership growth, provincial representation, etc. Most of these require some measurement to, at least, define the success and, at best, teach the best ways of proceeding. A large part of assessing the tasks consist of measuring it – this require not only data, but the definition of the required data parameters (what do we want to measure?). The compiled data may then be used to generate a concise picture of the task and its progress. Currently several of the tasks are measured, but often not in the same way between events and often on the “wrong” metrics. Also no easily accessible repository for data exists.

“Tasks” to consider for framework development:

- High performance (athlete performance, training and feedback)
- Come-and-try-it events (success rate, successful strategies)
- Development workshops (teachers, mapping, etc)
- Marketing in the media
- Schools League (return participants, uptake ratio, etc)

### **4. VP Admin – points of further participation**

Define the purpose of a “mapping commission”. Goals may include:

- Symbol-set definition for the South African environment
- Minimum standards of payed-for new maps (including defining the levels of complexity and value per area, among others). This is mainly aimed at foreign map-makers.
- Variations on the standard symbol-set (mainly the black-and-white maps used by Lisa – if this is to be useful it must be finished very quickly)
- Handling of map ownership between the clubs, planners, etc. Possibly part of a map repository(Also the Google maps based application Lisa proposed?)
- SAOF’s goals for new maps codified. The interface in use between the SAOF and its affiliates defined (specifically including the relation with non-club affiliates)

Operations Calendar

- What must be done when (SRSA, Lotto, etc) – the standard deadline list.

Content/feedback contribution on website