Seventh-day Adventist Officers’
CORE LEADERSHIP RESPONSIBILITIES

General Conference of Seventh-day Adventists
Office of Global Leadership Development
Prepared by: Lowell C Cooper
January 2010
Legal Notice and Terms of Use

Copyright 2010 by the General Conference of Seventh-day Adventists®. All rights reserved. The information is provided for training purposes only and is not intended nor should it be used as legal counsel. This program may not be used or reformulated for any commercial purposes; neither shall it be published by any person or agency other than an official organizational unit of the Seventh-day Adventist® Church, unless prior written authorization is obtained from the General Conference of Seventh-day Adventists® Office of Global Leadership Development. Subject to the foregoing terms, unlimited permission to copy or use this program is hereby granted upon inclusion of the copyright notice above. “Seventh-day Adventist” and “Adventist” are registered trademarks of the General Conference of Seventh-day Adventists® and may not be used by non-Seventh-day Adventist entities without prior written authorization from the General Conference. Use of all or any part of this program constitutes acceptance by the User of these terms.
Core competencies refer to a leader’s **set of skills** to do a job.

Core responsibilities refer to the **duties that pertain to an officer role** in the organization.
The significance of “office”:

- A position of spiritual leadership
- A position of administrative function
- A position which officially represents the church
- A position requiring professional expertise.
Officers’ core responsibilities:
Regulatory responsibilities

- Maintain legal status (inc./un-inc.)
- Compliance with law
- Property title and documentation
- Permits and authorizations
- Building/environmental codes
- Official cycle of meetings
- Filing of periodic updates
- Fulfill contracts/agreements
Structural responsibilities

- Maintain denominational relationships
- Comply with governance documents
  - Constitution and Bylaws
  - GC/Div/Union/Conference Working Policy
  - Church Manual
  - SDA Fundamental Beliefs
- Administrative Committee set-up
- Well-defined officer responsibilities
Developing officer teamwork:

- Determine who does what and then preserve and respect boundaries
Developing officer teamwork:

- Determine who does what and then **preserve and respect** boundaries
- Set up schedule for officer consultations
Although officers have separate areas of responsibility there are some things that need to be done in consultation with fellow officers.
Developing officer teamwork:

- Determine who does what and then preserve and respect boundaries
- Set up schedule for officer consultations
- Frequent communication and review
- Deal with conflicts internally
- Socialize to know each other better and to build respect
Procedural responsibilities

- Timely documentation of decisions
- Timely publication of reports
- Regular cycle of exec comm meetings
- Employment practices
- Records retention system
Managerial responsibilities

- Supervision/support of field staff
- Supervision/support of office staff
- Orientation of new employees
- Program development/oversight
- Evaluation/assessment/accountability
- Analysis and strategic planning
- Calendar of events continually updated
Cultural responsibilities

- “Tone-at-the-top” set by officers
- Celebrate global and local identity
- Service mentality
- Pursuit of excellence
- Teamwork attitude
- Ethical climate: integrity, respect, trust
Cultural responsibilities

- “Tone-at-the-top” set by officers
- Celebrate global and local identity
- Service mentality
- Pursuit of excellence
- Teamwork attitude
- Ethical climate: integrity, respect, trust
- Manage conflicts of interest
- Room for creativity, innovation
Officers’ core responsibilities:

- Regulatory
- Structural
- Procedural
- Managerial
- Cultural
End