

Seventh-day Adventist Officers'

# CORE LEADERSHIP RESPONSIBILITIES

General Conference of Seventh-day Adventists  
Office of Global Leadership Development  
Prepared by: Lowell C Cooper  
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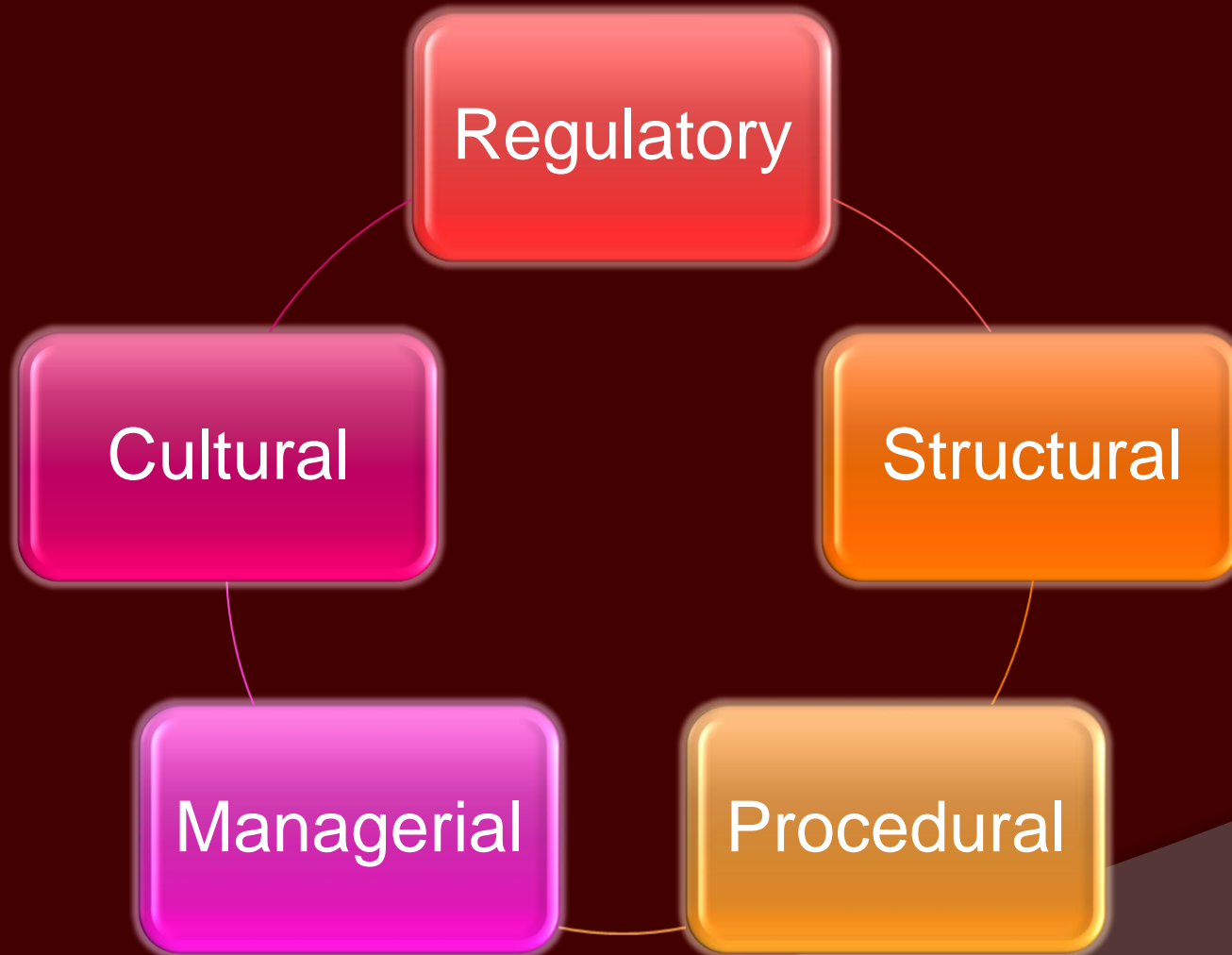
Core competencies refer to a leader's set of skills to do a job.

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





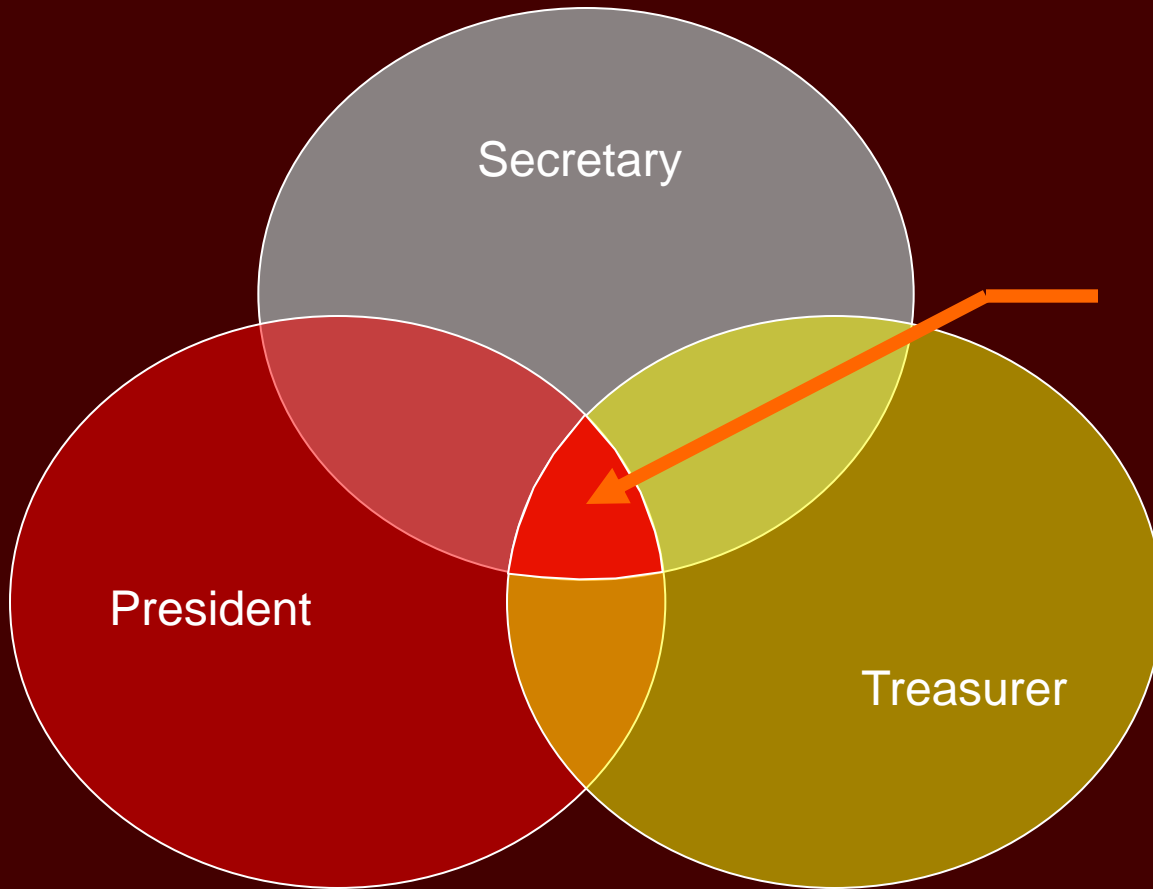
# Developing officer teamwork:

- Determine who does what and then preserve and respect boundaries



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- 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

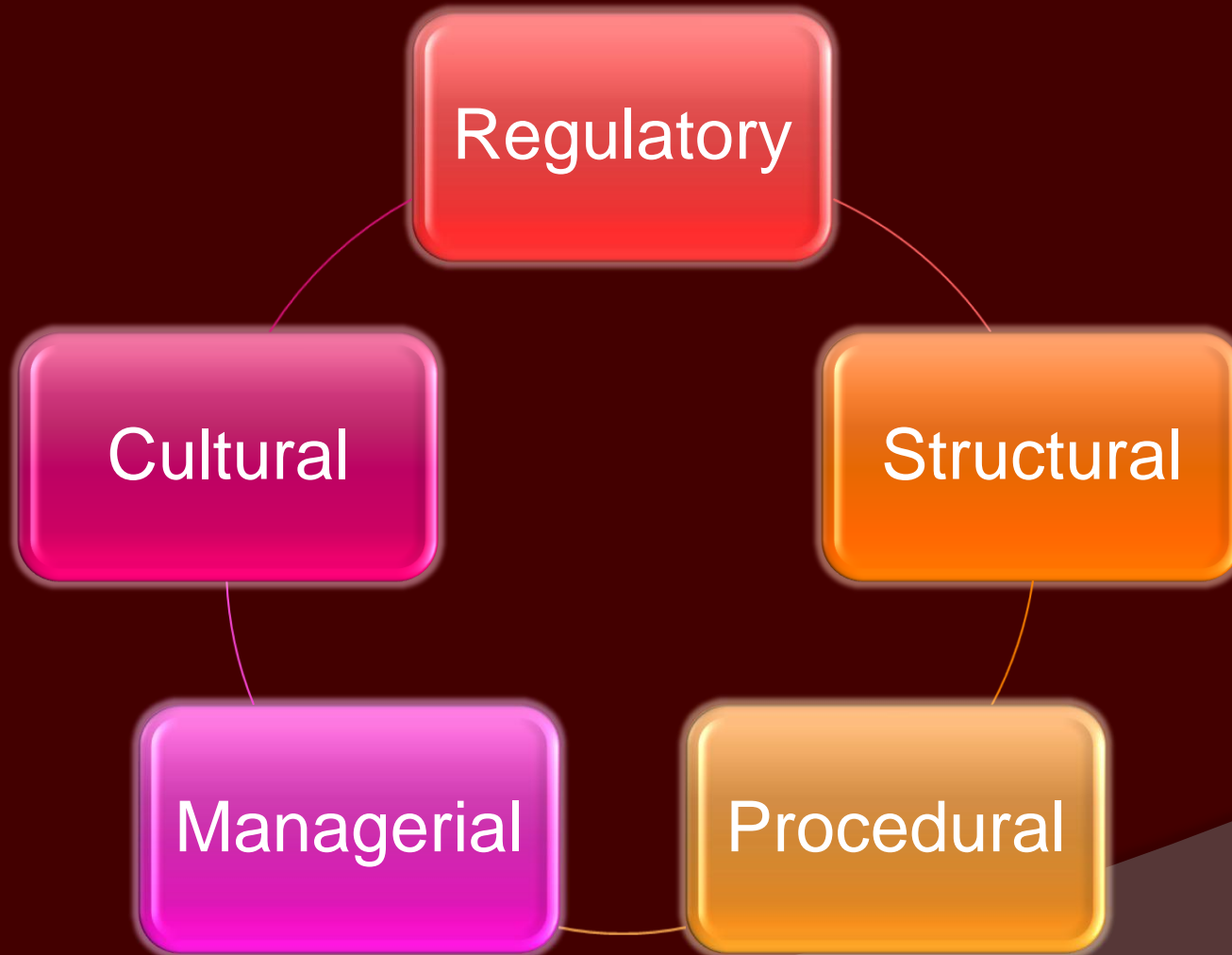
- “Tone-at-the-top” set by officers
- Celebrate global and local identity
- Service mentality
- Pursuit of excellence
- Teamwork attitude
- Ethical climate: integrity, respect, trust



# 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:



End