



Sathya Sai International Organisation

South Africa

National Council Secretary

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NC Secretariat Role Function: Spread Swami's Love, Message and Works

THE NC SECRETARIAT WORK PLAN

NEW FORMAT : WEB BASED

1. Launch Secretariat (all Regions/Provincially) –
 - ✓ Support to NC President and Regional Presidents
2. NC Year Plan (Calendar) - (on website – Menu: Organisation, and Menu: Region Secretary. Region Secretary and NC Coordinator to update)
3. Menu: Regional Secretary: (On Website Login – Regional Secretary Menu)
 - 3.1 NC Year Plan (Calendar) - (on website – Menu: Region Secretary.)
 - 3.2 Submit Projects of Public Outreach Impact (Monthly) Reports (report on top 3 projects in the month) – (login – Regional Secretary).
 - 3.3 Submit Regional Monthly Activity (1 or 2 Highlights per month) – (on website – Login: Regional Secretary)
 - 3.4 Action Plan – Region and Centre Template – a tool to assist Regional Secretary to monitor Action Plans of meetings (not for submitting)
 - 3.5 Submit Regional Minutes/Action Plan Report – Login – Regional Secretary. Upload Minutes and Action Plan
 - 3.6 OB Database (Region and Centre Officers) – Regional Secretary to update ongoing
4. Menu: Regional Presidents (to review and confirm data captured by Secretary) (On Website Login – Regional President Menu)
 - 4.1 NC Annual Reports (Regional Secretary to assist Region Presidents).
 - 4.2 Regional Presidents can view & Edit : Projects of Public Outreach Impact (Monthly) Reports (report on top 3 projects in the month).
 - 4.3 Regional Presidents can view & Edit : Regional Monthly Activity (Highlights).
 - 4.4 Regional Presidents can view & Edit : OB Database (Region and Centre Officers).
 - 4.5

5. **Menu: National Council**

5.1 **Submit National Council Coordinator Monthly Activity (Highlights) – (on website – Login: National Council Menu).**

6. **Other Secretariat Function**

6.1 **Weekly Announcements – (Tuesday weekly – from Br Nimeshin)**

6.2 **Office Bearer Training – (on website – Menu: OB Training)**

6.3 **NC Quarterly Newsletter (on website – Menu: Media – see Newsletter Submission. All Regions, NC Coordinators, Committees, Forums etc to submit write up and photos each quarter as per dates on Year Plan)**

6.4 **Implement Conference Resolution (*eg World Conference*) – (on website – Menu: OB Training)**

6.5 **Registration of Unregistered Groups**

6.6 **Centre Registration Certificates – reissue**

6.7 **Vacant posts on OB Database to be filled – facilitate**

6.8 **Database of:**

- **OB Database (on website – Menu: Region Secretary, and Menu: Region President. Region Secretariat to update)**
- **Devotees/Members (using new App)**

Other:

7. **Website – Local (srisathyasai.org.za) & International websites (Sathya Sai Universe & Sathya Sai Org)**

8. **Foto Gallery – NC/Regional Activities (website – Menu: Media - folder for each Region and also NC Wing/Forum/Committee)**

9. **CoD Launch for Sathya Sai Schools (under Seva Wing menu)**



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