



RESPOND SA – Governance & Operating Policy

1. Purpose of this Policy

This policy sets out the approved governance, operating, and coordination framework for RESPOND SA. It provides clarity on roles, authority, accountability, and ways of working, ensuring alignment with RESPOND SA's Christian values, constitution, and mission.

This policy is binding on all RESPOND SA Members, Steering Committee members, coordinators, task teams, and service providers.

2. Organisational Identity

RESPOND SA is a national Christian disaster preparedness and coordination network. RESPOND SA does not act as a first responder. Its role is to prepare, equip, and coordinate churches, faith-based organisations, and communities to support formal disaster management structures and first responders.

3. Governance Structure

3.1 Members' Board

The Members' Board is the highest governing authority of RESPOND SA.

Responsibilities:

- Set strategic direction and uphold Christian values
- Ensure legal, financial, and ethical compliance
- Approve budgets, policies, and constitutional amendments
- Appoint the Steering Committee

Each member organisation holds one voting seat.

3.2 Steering Committee

The Steering Committee is appointed by the Members' Board and is responsible for translating strategy into action.

Responsibilities:



- Oversee implementation of projects and programmes
- Appoint the Backbone Organisation, National Coordinator, Regional Coordinators, advisors, and service providers
- Manage operational risks
- Ensure alignment and coordination across the network

4. Backbone Organisation

The Backbone Organisation provides central operational support.

Functions:

- Administration and coordination
- Financial management and reporting
- Compliance and governance support

The Backbone Organisation does not direct mission or projects.

5. National Coordinator

The National Coordinator provides national leadership and integration.

Responsibilities:

- Develop and steward the national strategy
- Engage national stakeholders
- Support Regional Coordinators
- Coordinate national communication and reporting
- Support fundraising and monitoring & evaluation

6. Regional Coordinators

Regional Coordinators coordinate RESPOND SA activities within defined regions.

Responsibilities:

- Represent RESPOND SA in regional engagements
- Coordinate member activity and task teams
- Report verified needs, actions, and outcomes

Regional Coordinators act on behalf of RESPOND SA and align with national guidance.



7. Decision-Making

RESPOND SA uses consensus-based decision-making where possible. Where consensus cannot be reached, a majority vote applies at the appropriate governance level.

8. Communication Authority

Only authorised representatives may communicate on behalf of RESPOND SA:

- Chairperson (governance matters)
- National Coordinator (national matters)
- Regional Coordinators (regional matters)

All disaster-related communication must be verified and coordinated.

9. Accountability and Reporting

RESPOND SA commits to transparency, accountability, and learning.

Reporting flows:

Regional → National → Steering Committee → Members' Board

10. Policy Review

This policy will be reviewed every two years or as required by the Members' Board.