

Domain	CIVIL SOCIETY: GOVERNANCE	Unit ID: 703
Title:	Manage organisational values and the legal framework of a civil society organisation	
Level: 5		Credits: 8

Purpose

This unit standard specifies the competencies needed to manage organisational values and the legal framework of a civil society organisation. It includes procedures for establishing the organisation's vision and mission statement, implementing the organisation's compliance with all necessary legal requirements and governing the organisation effectively. This unit standard is intended for Board members, Chief Executive Officers and Managers in a civil society organisation, who need to ensure that the organisation acts legally and in socially and ethically responsible ways.

Special Notes

1. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which managing organisational values and the legal framework of a Civil Society Organisation may be carried out.
2. **Reference should be made to “Registration of Civil Society Organisations in Namibia – A Handbook”** published by and available from
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Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Establish the organisation's vision and mission statement.

Performance Criteria

- 1.1 The vision and mission statement are confirmed as having been set in the social, economic and ethical context of the organisation.
- 1.2 The vision and mission statement are confirmed as being understood by all board, staff and volunteers.
- 1.3 The mission statement is confirmed as directing the organisation's strategy in a logical and practicable manner.

Element 2: Ensure the organisation's compliance with all necessary legal requirements.

Performance Criteria

- 2.1 That the organisation is legally constituted is verified as being in accordance with the procedures for establishing and registering civil society organisations.
- 2.2 The organisation's legal structure is confirmed as being appropriate to its mission.
- 2.3 It is confirmed that the organisation complies with all legal and regulatory requirements.

Element 3: Govern the organisation effectively.

Range

The term "board" is used for the governing body of the organization, and may be known by a number of other terms. Typically it is elected by members of the organisation.

Performance Criteria

- 3.1 Board members are confirmed as having been recruited using pre-determined and objective selection criteria.
- 3.2 It is confirmed that collectively the Board has a range of skills.
- 3.3 It is confirmed that Board members understand their legal, social and ethical responsibilities.
- 3.4 The Board members are confirmed as being responsible for the selection and management of the CEO.
- 3.5 It is confirmed that Board members undertake SWOT analyses and pursue sustainability of the organisation.

- 3.6 The organization's policies are confirmed as ensuring transparency and accountability.
- 3.7 The organization's procedures are confirmed as encouraging efficient use of resources.
- 3.8 The Board members are confirmed as operating in a socially responsible manner.

Registration Data

Subfield:	Civil Society Management
Date first registered:	27 May 2010
Date this version registered:	27 May 2010
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Body responsible for review:	The Steering Group for CSMT&A