Members Portal Rollout Plans

Project Leader
1. Create a committee with at least 6 members. Selection of members should be based on their leadership skills for SSVP annual reporting requirements.
2. Assign each committee member with a list of councils and isolated conferences that they will oversee and coordinate.
3. Provide a workshop for the committee and discuss the roll out plan objectives.
4. Keep in touch with each member as roll out progresses for project status and challenges
5. Set up a process to deal with challenges

Members Portal Committee Officers
1. Each officer is the main contact for their assigned councils and conferences.
2. Appoint administrators for all reporting central councils, isolated particular councils and isolated conferences.
3. Conduct a workshop for appointed administrators to get them familiar with the Portal Rollout objectives and portal processes
4. Keep in touch with each conference for progress and challenges.
5. Set up a process to deal with challenges

Council Administrators
1. Database:
    a. Contact the Members Portal Committee to ensure they received all relevant training.
    b. Review and update their council information.
    c. Check the list of reporting councils, conferences and isolated conferences to ensure it is accurate. Contact the Members Portal Project Leader if modifications are needed.
    d. Check the list of members/Administrators in their respective council or conference to ensure it is current. Make necessary changes.
    e. Setup Administrators under their direct jurisdiction.
    f. Train administrators using the training materials provided.
    g. Povide the first line of technical support for reporting councils or conferences.
    h. Questions from councils and conferences should be dealt with by their next higher administrator or the Members Portal Committee Officers.
2. Annual Reports:
    i. Contact the Members Portal Committee to ensure they received all annual reports training.
    ii. Complete annual financial and statistics reports
    iii. When completed, check financial and stat reports from councils and conferences under their direct jurisdiction for integrity
    iv. Provide support and training to Administrators to complete annual reports
    v. Ensure all their groups have completed relevant reports.

Conference Administrators
1. Database:
    a. Contact their next higher administrator to ensure they received all relevant training.
    b. Review and update their conference information.
    c. Check the list of members/Administrators in their respective conference to ensure it is current. Make necessary changes.
    d. Questions from conferences should be dealt with by their next higher administrator or the Members Portal Committee Officers.
2. Annual Reports:
    a. Contact their next higher administrator to ensure they received all annual reports training.
    b. Complete annual financial and statistics reports
    c. Contact their next higher administrator when the reports are complete.