

# **Supervisor Definition**

## **Purpose of Supervisors**

- To be accountable that the intent of Kalindi's sourcing is implemented in your departments within the accurate timeframe
- To hold your departments within Gourasana's Mission to the highest standards

## **Supervisor Requirements**

- Be fluent in the sourcing for your areas and committed to following its intent
- Be fluent in A-Z communication
- Be using the SAC system

## **Supervisor Job Description**

- Create 1-year and 5-year plans for your departments
- Establishes priorities for your departments
- Help your managers create and manage budgets - plan yearly and review monthly
- Implement and maintain the reporting system for your departments
- Have calls with managers every other day (Kalindi's sourcing)
- Maintain a working manual/procedures for your departments; spend a minimum of one day a month working on this (Kalindi's sourcing)
- Make sure all managers are thoroughly trained and can function with the accurate team and at the speed necessary
- When you or your department manger turn over your job, make sure the person does a better job than you

## **Key Areas of Responsibility**

- Whenever The Lady speaks, catch her intent for any change in the departments you supervise and take appropriate action
- Work with managers to determine how to accomplish the sourcing for their department and in what timeframe
- Work with managers to help develop their leadership skills
- Receive goals and reports from managers monthly and take appropriate action to ensure they are on track
- Be aware of and have care for the well being of the people you manage and make sure they are doing the same with the people they manage
- Ensure that your managers have the people they need to accomplish the goals in their department
- Ensure that your managers have the financial resources they require
- Oversee that all your areas are in communication and coordination with each other, and with other departments, as needed
- Uphold A-Z communication in your departments, including follow-up and follow-through
- Report to Supervisor of Supervisors as agreed

## **Supervisor Qualities and Consciousness**

- Be connected to Gourasana, Kalindi and The Lady
- Have an expansive vision of your departments
- Recognize that your service for the Mission is your transformation
- Be part of one-minded consciousness
- Be a stand for no illusion in your departments
- Be the “Buck stops here” for your departments
- Lead in a way that inspires
- Hold the people spiritually in your departments
- Be a judge and resolve problems
- Be willing and able to make decisions
- Able to delegate tasks
- Understand how your departments relate to the Mission as a whole
- Empower the people you supervise and stand for their success
- Have no urgency
- Strive to be selfless