

AREA CHAIRPERSON JOB DESCRIPTION – Milwaukee Council

Councils are charged by the Society's Rule to "animate and coordinate" the conferences within their respective areas. This role has been assigned to the President, but, because of the size of the Milwaukee Council, it is shared with the Area Chairpersons. As such, the Growth & Revitalization Committee is comprised of the Area Chairpersons, the Council President and/or Vice President, and Vincentian Services Staff and is chaired by the Council Vice-President.

The Area Chairperson is elected by the conferences within their geographic area and shall serve a three-year term, once renewable. An Area Chairperson can be nominated by any conference within the geographic area or by the President of the Council. A simple majority of the conferences voting for an area chairperson shall be sufficient for the election of such area chairperson.

Qualifications:

- Active member of a conference in the Milwaukee Council
- Able to serve a 3-year term
- Willing to support the Council President as a communication liaison to the Area conferences

Time Commitment:

- Bi-monthly board meetings
- Growth & Revitalization Committee meetings (currently, held prior to board meetings)
- Two of three area meetings

Responsibilities

- (1) Connect personally with the area conference leaders, such as:
 - call or email conference presidents to check-in on conference needs
 - visit conference meetings to relay information to the members
 - hold periodic meetings with the area Presidents to collaborate and build relationships
- (2) Attend Growth and Revitalization Committee meetings to plan the upcoming area meetings, mindful of the need for conference renewal and development.
- (3) Attend and participate in the evening board meetings, as members of the Board of Directors.
 - discern with others to develop policies
 - review and approve the annual budget
 - monitor operations and advise the President on matters of concern regarding the conferences in their area.
- (4) Convene their area conference members at area meetings for spiritual formation, education, sharing resources and working together on issues of concern. Area meetings consist of:
 - One Local Area meeting to share best practices among Vincentians within a local demographic
 - Two All Area Meetings to introduce community resource information and for spiritual formation.

Roles Attributed to and Shared by Growth and Revitalization Committee Members:

- Arrange Area Meetings and common agendas at those meetings.
- Keep in contact with conferences and determine needs and identify problems that may need to be addressed.
- In conjunction with Council Office staff or Spiritual Advisor, assist in intervention strategies to resolve conference issues
- Work to establish new conferences and increase membership that addresses the need for diversity and an increase in youth membership
- Promote the 'best practices' of conferences to hold up as a model for other conferences.
- Maintains communications with staff, especially Vincentian Services for supportive, formation, recruitment and spirituality materials in working with conferences