



SOCIETY OF ST. VINCENT DE PAUL DUTIES OF CONFERENCE LEADERSHIP

Conference President: Responsibilities to Conference

- Elected for a three-year term. A term may be renewed once, with a three-year interval between terms.
- Appoints Officers: Vice President, Secretary, and Treasurer. Appoints the Spiritual Advisor in consultation with Pastor.
- Attends to the overall progress of the Conference consistent with the Rule and Bylaws and Policies of the Society.
- Develops a working relationship with the Pastor and the Pastoral Council.
- Conducts meetings weekly, or at least twice a month to ensure that the Spirituality of the membership is enhanced.
- Ensures meetings start and end with prayer. Spiritual readings, conducted by the Spiritual Advisor, must be included in the meeting with sharing among those present.
- Assigns members as Administrators or Users in ServWare. One member is appointed as Referral Contact to receive Assistance Request email notifications. Encourages Secretary and Treasurer, at minimum, to become familiar with ServWare functions. Seeks opportunity for training, as needed, from the Council Office.
- Makes sure the Secretary's minutes of all meetings, as well as the Treasurer's Report, are taken, maintained and shared. These can be stored in ServWare for access by all members.
- Ensures that Vincentian Formation materials are available for the Conference members. Materials can be obtained from the Council Office.
- Facilitates membership recruitment or delegates this duty to other conference members.
- Reports: It is the responsibility of the Conference President to submit the Annual conference report to the District Council and share with parish.
- Reports: Conducts annual assessment and action plan with conference members of the *Standards of Excellence* and *Minimum Requirements for Existing Traditional Conferences*.
- Assists the Pastor and parish in serving those in need and bring the Society to the attention of those who need help.
- Make the work of the Society known by regular communication with the parish through bulletin announcements. This duty can be delegated to other conference members.

Conference President: Responsibilities to District Council

- Member of the District Council and responsible for the representation of the Conference at those meetings or by proxy.
- Represents the Conference before religious, civil authorities and works with other governmental welfare agencies. This duty of collaboration with local entities can be delegated to the Vice President. (District Council board and staff usually take the lead on this.)
- Shares notes or minutes that are provided by the Archdiocesan Council or from District Council Meetings with Conference members.
- Ensures nationally approved bylaws are adopted by the Conference and that the Conference is in compliance with the Rule and bylaws of the Society. (District Council oversees this.)

- Acts as a two-way channel of communication between the Conferences and the District Council; the President should bring to the Area Chairperson: things of importance happening in the Conference, request for help when needed, Conference concerns. Reports District Council communications to the Conference, especially to those who do not receive Council emails or newsletters.

For Newly Established Conferences:

- Checks with District Council regarding procedure for tax exemption and insurance.
- After at least a year, seek Aggregation (official Society membership) for the Conference through the District, Diocesan and National Councils.(District Council oversees this.)

Vice President:

- Collaborates constantly and effectively with the President. Help facilitate Recruitment or other duties as assigned.
- Replaces the President at Conference, Council and other meetings when the President is unable to attend.
- Organizes the election of the next President.

Secretary:

- Prepares the minutes of the Conference meeting and reports them.
- Responsible for keeping records and for the statistical and clerical work of the Conference.
- Prepares and submits the quarterly report of the activities of the Conference to the District Council, if necessary.
- Keeps an updated list of members with current addresses, telephone numbers and e-mails.
- Provides conference member names, addresses and e-mails to the District Council for accurate member listing and receipt Council communications and newsletter and National Office Frederic E-Gazette email.
- May be appointed as Administrator, User or Referral Contact in ServWare. May be requested to upload meeting minutes to conference folder in ServWare. Seeks training, as needed, from Council Office.

Treasurer:

- Responsible for safekeeping of Conference funds.
- Prepares the Conference's budget.
- Presents bills for approval of payment.
- Keeps an accurate and appropriate record of all receipts and expenditures.
- Funds belonging to the Society must be kept separate from the Parish accounts and the Treasurer's personal assets.
- Conference funds should be deposited regularly and promptly in a bank account in the Conference's name. Only Conference officers should sign checks. Two signatures are strongly recommended.
- A bank report and balance should be submitted at least quarterly and verified by the President or an audit committee of two members. For auditing purposes, invoices and statements are obtained before any disbursement is affected. Whenever possible, all payments should be made by check. The credit rating and reputation of the Conference must be safeguarded and, therefore, all just accounts should be paid when they are due.
- Reports: Works with the Conference President to submit the Annual conference report to

the District Council.

- Arranges for an annual "audit" of the Conference books by two members delegated by the Conference. Cooperates with annual audit conducted by qualified auditing firm assigned by Council Office, usually after Annual Report is submitted.
- May be appointed as Administrator, User or Referral Contact in ServWare. May be requested to upload financial report to conference folder in ServWare. May use ServWare Financial Functions for recordkeeping and reports. Seeks training, as needed, from Council Office.

Spiritual Advisor:

- Participates fully in the Conference activities and discussions. If a deacon/religious it is important that he/she understands Vincentian spirituality.
- Helps in the spiritual formation of members, principally by using the Vincentian Formation materials from the National Office. The Serving in Hope and Vincentian Pathway resources are excellent tools for formation.
- Encourages members to participate in the Ozanam Orientation.
- Leads/arranges meeting prayers, spiritual reflections and discussion.
- Seeks moments for spiritual development for members: home visit attitudes, discussions regarding priorities, times of judgment and criticism, etc.
- Organizes Vincentians Celebrations: commissioning, installations, prayer, retreats, special Masses, and events.
- Assists the President in resolution of difficulties involving members of the Conference.
- Seeks Formation offerings as provided by National or District Council.

Note: All offices may terminate when a newly elected President takes office.