

**Society of St. Vincent de Paul**  
Toronto Central Council

**Quick Reference Guide #1 (DRAFT)**  
**Conference Secretary Role**

**Role:** The conference secretary is responsible for keeping a written record of meetings, with the decisions and actions taken, as well as for correspondence.

**Responsibilities:** (as per 2.2.7.2 of the Rule, 2007)

1. The secretary prepares the minutes of the meetings and reports thereon. The minutes should be prepared so as to present an exact report of what transpired during the previous meeting.
2. The secretary is responsible for keeping records, statistical or other, of the conference, including all records related to the election of the president.
3. With the participation of the other conference officers, the secretary is responsible for the preparation of the annual report.
4. The secretary keeps an up-to-date list of members with names and addresses, and the date they joined the conference.
5. The secretary should note all changes of address of the members and notify the council at the next higher level. When a member moves to another area, the secretary, with the member's permission, advises the conference in that area of the arrival of the Vincentian.
6. The secretary shall ensure the confidentiality and safety of the information gathered about members and about those served.

The specific duties can be organized in the following manner.

**During the Conference meeting:**

- ü record the date of the meeting, and the names of those in attendance
- ü record the important points discussed, and any decisions reached
- ü obtain a copy of the Treasurer's report so that it may be included with the minutes of the meeting

**After each Conference meeting:**

- ü prepare the minutes of that meeting in a presentable form-t (generally following the agenda's outline)
- ü forward a copy to the Chair of that meeting (normally this would be the President of the Conference) for approval
- ü upon approval, prepare sufficient copies for distribution at the next Conference meeting

- ü (Retain 1 copy in the "Minutes" binder)

**On-going:**

- ü keep an up-to-date record of the names of the Conference members, their addresses and phone numbers, their e-mail addresses (if available), and their date of joining
- ü distribute this list to Conference members annually
- ü (Send 1 copy to the P.C. President and 1 copy to TCE)
- ü keep an up-to-date list of all persons or families helped by the Conference
- ü (Note: this list is to be kept in a secure place so the confidentiality of the client is maintained.)

**Year\_End:**

- ü forward a copy of the annual Secretary's Report to TCC
- ü forward a copy of the annual Christmas Report to TCC