

## Specific Duties Chart: A tool to help all members and new recruits share in the work of the Conference

|    | Duty                          | Short Description   | Comments  |
|----|-------------------------------|---|---|
| 1  | Conference President          | <ul style="list-style-type: none"> <li>- Leads the Conference</li> <li>- Chairs and sets agenda of each meeting</li> </ul>  | <ul style="list-style-type: none"> <li>- Responsibilities are described in our Rule Book</li> </ul>                             |
| 2  | Conference Vice President (s) | <ul style="list-style-type: none"> <li>- Chairs the meetings in place of the President</li> <li>- Takes on leadership duties</li> </ul>   | <ul style="list-style-type: none"> <li>- Normally the successor of the current president</li> </ul>                             |
| 3. | Conference Treasurer          | <ul style="list-style-type: none"> <li>- Prepare Monthly and Annual Financial Reports</li> <li>- Manage bank account</li> <li>- Pay bills</li> <li>- Issue receipts for donations</li> </ul>  | <ul style="list-style-type: none"> <li>- Training session provided by Central Council</li> <li>- Back up also needed</li> </ul> |
| 4. | Conference Secretary          | <ul style="list-style-type: none"> <li>- Distributes agenda and minutes</li> <li>- Record Minutes of each meeting</li> <li>- Prepares annual statistical report</li> <li>- Maintains up to date list of members, addresses and date joined SSVDP</li> </ul>   | <ul style="list-style-type: none"> <li>- Back up also needed</li> </ul>   |
| 5  | Spiritual Advisor             | <ul style="list-style-type: none"> <li>- Foster spiritual life within the Conference</li> <li>- Arranges for special masses Stations of the Cross, coordinates Spiritual Readings at each meetings</li> </ul>   | <ul style="list-style-type: none"> <li>- Clarification on role being sought from other Conferences</li> </ul>                   |
| 6. | Visiting Team Captains        | <ul style="list-style-type: none"> <li>- Leads a small team to serve specific NIN's</li> <li>- Maintains information on NIN's assigned to the team</li> <li>- Coordinates and undertake visits</li> <li>- Provide recommendations /information for other Conference services (Christmas, bursary, camps etc)</li> </ul> | <ul style="list-style-type: none"> <li>-</li> </ul>   |
| 7. | Calls Coordinator             | <ul style="list-style-type: none"> <li>- Picks up calls on help line and distributes them to teams</li> <li>- Maintains Calls Book</li> </ul>   | <ul style="list-style-type: none"> <li>- Currently assigned on a monthly basis</li> </ul>                                       |
| 8. | Home Visits                   | <ul style="list-style-type: none"> <li>- Visit in two's to NIN's</li> </ul>   | <ul style="list-style-type: none"> <li>- Everyone is assigned to a team</li> </ul>  |
| 9. | Poor Box                      | <ul style="list-style-type: none"> <li>- Hold Poor Box after weekend masses</li> </ul>  | <ul style="list-style-type: none"> <li>- Require three for each mass</li> </ul>   |

|     |                                    |   |   |
|-----|------------------------------------|---|---|
| 10  | Poor Box Collection                | <ul style="list-style-type: none"> <li>- Pick up receipts from the poor boxes and restock with envelopes and pencils</li> </ul>   | <ul style="list-style-type: none"> <li>- Done weekly after last Sunday mass</li> </ul>              |
| 11  | Counting Team                      | <ul style="list-style-type: none"> <li>- Count receipts and deposit them in the bank</li> </ul>   | <ul style="list-style-type: none"> <li>- Done once per month during the daytime</li> </ul>          |
| 12  | Spiritual Readings                 | <ul style="list-style-type: none"> <li>- For each regular meeting</li> </ul>  | <ul style="list-style-type: none"> <li>- Rotates for each meeting</li> </ul>                        |
| 13. | Bundle Up Weekend Coordinator      | <ul style="list-style-type: none"> <li>- Coordinate the 3 bundle Sundays</li> <li>- Help parishioners with their donations</li> </ul>   | <ul style="list-style-type: none"> <li>- Back up required</li> </ul>                                |
| 14. | Summer Camp Coordinator            | <ul style="list-style-type: none"> <li>- Coordinates the sign up for summer boys and girls camps</li> </ul>   |   |
| 15  | Stores Coordinator                 | <ul style="list-style-type: none"> <li>- Prime contact with SSVDP Stores for the ordering of vouchers , beds and other furniture</li> <li>- Maintain records of furniture ordered</li> </ul>                  | <ul style="list-style-type: none"> <li>- Back up required</li> </ul>                                |
| 16. | Soccer Registration                | <ul style="list-style-type: none"> <li>- Coordinates the registration of players</li> </ul>   |   |
| 17  | Basketball Registration            | <ul style="list-style-type: none"> <li>- Coordinates the registration of players</li> </ul>   |   |
| 18  | Prison Ministry                    | <ul style="list-style-type: none"> <li>- Visit prison and provide spiritual support</li> </ul>  |   |
| 19. | Special Works                      | <ul style="list-style-type: none"> <li>- Volunteer at one of the SVDP homes</li> </ul>  | <ul style="list-style-type: none"> <li>- Details available</li> </ul>                               |
| 20  | Meeting Set-up                     | <ul style="list-style-type: none"> <li>- Arrive early and sets up room for meetings and re-arrange after meetings</li> </ul>  |   |
| 21  | Christmas Works Coordination       | <ul style="list-style-type: none"> <li>- Develops and leads overall schedule and responsibilities</li> <li>- Prepares parish letter to be distributed to parishioner</li> <li>- Seeks new partners</li> </ul> |   |
| 22  | Christmas Hampers List Coordinator | <ul style="list-style-type: none"> <li>- Sets priorities and guidelines for NIN's to assist</li> <li>- Works with Team Captains to develop lists of NIN's to give to schools and other partners.</li> </ul>   |   |
| 23  | Christmas Liaisons                 | <ul style="list-style-type: none"> <li>- Contacts with our partners for hamper program (timing, guidelines and lists)</li> </ul>  | <ul style="list-style-type: none"> <li>- 5 schools, companies and individuals</li> <li>-</li> </ul> |
| 24  | Hamper Delivery                    | <ul style="list-style-type: none"> <li>- Coordinate the delivery of hampers from the grade schools</li> </ul>   |   |
| 25  | Audit Committee                    | <ul style="list-style-type: none"> <li>- Conduct an annual review of our financial records and practises</li> </ul>   |   |

|    |                             |  |  |
|----|-----------------------------|--|--|
| 26 | Bursary Coordinator         | <ul style="list-style-type: none"> <li>- Develop reference material on available bursaries and scholarships</li> <li>- Identify candidates (with input from Team Captains), review and recommend candidates</li> </ul> |  |
| 27 | Moving Furniture            | <ul style="list-style-type: none"> <li>- Parishioners often phone to donate furniture required by our NIN's</li> </ul>   | <ul style="list-style-type: none"> <li>- Requires able bodied members or volunteers</li> </ul>   |
| 28 | Writing                     | <ul style="list-style-type: none"> <li>- Bulletin Inserts</li> <li>- Support letters</li> <li>- Annual reports</li> </ul>  |  |
| 29 | Confidentiality/Privacy     | <ul style="list-style-type: none"> <li>- Conducts a review of conferences practises and delivery of the commitment to keep client information and records confidential</li> </ul>                                      | <ul style="list-style-type: none"> <li>- New priority</li> </ul>   |
| 30 | Member Development          | <ul style="list-style-type: none"> <li>- Develop and maintain a list of resources in the community to help NIN's</li> <li>- Invite speakers to meetings</li> </ul>   | <ul style="list-style-type: none"> <li>- New task</li> </ul>   |
| 31 | Social Committee            | <ul style="list-style-type: none"> <li>- PC Meetings, Pot Luck Suppers, other events</li> </ul>  |  |
| 32 | Conference Procedures       | <ul style="list-style-type: none"> <li>- Update/Write procedures for major duties ( e.g. Home Visits, Bundle Weekends, Christmas Works, Summer Camps, Sports Registrations, Bursary)</li> </ul>                        | <ul style="list-style-type: none"> <li>- New Task</li> </ul>   |
| 33 | Clothing donations          | <ul style="list-style-type: none"> <li>- Helps to solicit, sort and deliver donated clothing</li> </ul>  | <ul style="list-style-type: none"> <li>- Currently done on an ad hoc basis</li> </ul>  |
| 34 | Assisting other Conferences | <ul style="list-style-type: none"> <li>- Other Conferences require help serving their Neighbours in Need</li> </ul>  | <ul style="list-style-type: none"> <li>- Can be done as-required or could become a member of other Conferences in South Etobicoke</li> </ul> |
| 35 | Photocopying                | <ul style="list-style-type: none"> <li>- Materials for meetings</li> </ul>   | <ul style="list-style-type: none"> <li>-</li> </ul>  |