

**Society of Saint Vincent de Paul  
Toronto Central Council**



**Position Descriptions  
for Conference Officers**

July 2015

The following package consisting of *Position Descriptions for Conference Officers* is meant to be shared with all Vincentians, with the intention of informing and encouraging members to take on new roles. These materials are also found on our website at [www.svdptoronto.org/members-area/materials](http://www.svdptoronto.org/members-area/materials).

**SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL**  
**General Duties: ALL VINCENTIANS**

<b>GENERAL DUTIES</b>	<b>ALL VINCENTIANS :</b>
<b>1. Bundle Weekends</b>	<ul style="list-style-type: none"> <li>• May help publicize the Bundle Weekends and assist parishioners with their donations.</li> </ul>
<b>2. Calls Administration</b>	<ul style="list-style-type: none"> <li>• May volunteer to be the Calls Coordinator.</li> </ul>
<b>3. Camp Registration</b>	<ul style="list-style-type: none"> <li>• May assist with the identification and registration of campers.</li> </ul>
<b>4. Christmas Works</b>	<ul style="list-style-type: none"> <li>• May actively engage in the Christmas works of the Conference.</li> <li>• May lead the process of determining and delivering any specific works or additional support provided at Christmas.</li> <li>• May prepare a letter to be distributed with the Bulletin during Advent that highlights special needs and activities at Christmas and asks for parishioner's financial support.</li> </ul>
<b>5. Financial Review</b>	<ul style="list-style-type: none"> <li>• May volunteer to be on the annual audit review</li> </ul>
<b>6. Fund Raising/ Donations/Preparing Tax Receipts</b>	<ul style="list-style-type: none"> <li>• May, as a Vincentian, make a personal financial contribution to the work of the Society.</li> </ul>
<b>7. Meeting Minutes</b>	<ul style="list-style-type: none"> <li>• <b>Must</b> review meeting minutes in preparation for the upcoming meeting.</li> </ul>
<b>8. Ordering Furniture or Vouchers</b>	<ul style="list-style-type: none"> <li>• May, if assigned by the President, coordinate the ordering of vouchers and furniture and the appropriate record keeping of the orders.</li> </ul>
<b>9. Payments</b>	<ul style="list-style-type: none"> <li>• May, if assigned by the President, approve payments in conjunction with the Treasurer.</li> </ul>
<b>10. Poor Box</b>	<ul style="list-style-type: none"> <li>• May hold Poor Box after Sunday Masses.</li> </ul>
<b>11. Poor Box Receipts</b>	<ul style="list-style-type: none"> <li>• May collect receipts from the Poor Boxes, counts it and assists the Treasurer in depositing it in the bank.</li> </ul>
<b>12. Prison Ministry</b>	<ul style="list-style-type: none"> <li>• May volunteer to participate in Prison Ministry.</li> </ul>
<b>13. Record Keeping</b>	<ul style="list-style-type: none"> <li>• May assist the Secretary and Treasurer to carry out their responsibilities.</li> </ul>
<b>14. Visiting Neighbours in Need (NIN)</b>	<ul style="list-style-type: none"> <li>• <b>Must</b> visit NIN in pairs - with another Vincentian, prepare for a <a href="#">meaningful home visit</a>, and keep records of the visit and of the assistance provided.</li> </ul>

**SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL**  
**Position Description: CONFERENCE PRESIDENT**

SPECIFIC DUTIES	PRESIDENT
<b>1. Member Development</b>	<ul style="list-style-type: none"> <li>• Training of Members on the role and practises of the Society and on community information and resources to enable them to effectively serve our Neighbours in Need.</li> </ul>
<b>2. Recruitment &amp; Member Relations</b>	<ul style="list-style-type: none"> <li>• Encourages the <a href="#">recruitment of new members</a>, maintains the engagement of current Vincentians and implements a clear path for succession planning for all officers.</li> </ul>
<b>3. Annual Report</b>	<ul style="list-style-type: none"> <li>• Provide input for Annual Report and ensure the report is submitted to Toronto Central Council.</li> <li>• Leads an annual self assessment (see <a href="#">Self Assessment Tool</a> for Conferences on TCC website) and review of the conference’s adherence to and delivery of <a href="#">Our 5 Guiding Principles in Serving our Neighbours in Need</a> with all members.</li> <li>• Create an implementation plan for improving practice and delivery of Our 5 Guiding Principles.</li> </ul>
<b>4. External Communications/ Outreach</b>	<ul style="list-style-type: none"> <li>• Ensures that communication and relations are effectively maintained with the Particular Council, neighbouring conferences, the parish council, parishioners, Parish Pastor and when possible with government and non-government welfare organisations.</li> </ul>
<b>5. Conference Meetings</b>	<ul style="list-style-type: none"> <li>• Chairs and sets the agenda for each meeting, or assigns the Vice-President to do so.</li> </ul>
<b>6. Spiritual Reading</b>	<ul style="list-style-type: none"> <li>• Assigns a Vincentian the responsibility of selecting a spiritual reading and facilitating the reflection.</li> </ul>
<b>7. Confidentiality / Privacy</b>	<ul style="list-style-type: none"> <li>• Leads or delegates the task of annually reviewing the SSVP <a href="#">Confidentiality and Professionalism</a> and <a href="#">Conflict of Interest</a> policies.</li> <li>• Leads an annual review of the conference’s practice and delivery of the commitment to keep the client information and records confidential and private.</li> <li>• Guides Conference Members in observing the utmost confidentiality and privacy of our neighbor’s information, in the provision of material aid and any other kinds of help.</li> </ul>
<b>8. Payments</b>	<ul style="list-style-type: none"> <li>• Approve payments in conjunction with the Treasurer.</li> </ul>
<b>9. Budget</b>	<ul style="list-style-type: none"> <li>• Assists Treasurer in managing finances of the conference.</li> </ul>
<b>10. Financial Review</b>	<ul style="list-style-type: none"> <li>• Ensures that an annual audit review of the conference books is completed.</li> </ul>
<b>11. Ordering Furniture or Vouchers</b>	<ul style="list-style-type: none"> <li>• Delegates the coordination and authorization for purchasing and delivering furniture and all Vouchers to the appropriate Vincentian.</li> </ul>
<b>12. Bundle Weekends</b>	<ul style="list-style-type: none"> <li>• Assigns a Vincentian the responsibility for choosing dates, publicizing, and ensuring volunteers are available to handle the parishioner’s donations for <a href="#">Bundle–Up Weekends</a>.</li> </ul>
<b>13. Camp Registration</b>	<ul style="list-style-type: none"> <li>• Delegates a Vincentian team, the responsibility of publicizing SSVP Summer Camps, identifying and registering campers.</li> </ul>

**SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL**

**Position Description: CONFERENCE VICE PRESIDENT**

<b>SPECIFIC DUTIES</b>	<b>VICE PRESIDENT</b>
<b>1. Annual Report</b>	<ul style="list-style-type: none"> <li>Prepares a brief stewardship report for the Parish on the Conference activities and finances, to be distributed with the Church Bulletin. This report informs and reminds the parish to ‘Remember the Poor’.</li> </ul>
<b>2. Budget</b>	<ul style="list-style-type: none"> <li>Assists Treasurer in preparation of the annual Budget.</li> </ul>
<b>3. Christmas Works</b>	<ul style="list-style-type: none"> <li>When assigned by the President, leads the process of determining and delivering any specific works or additional support provided at Christmas.</li> <li>Prepares a letter to be distributed with the Bulletin during Advent that highlights special needs and activities at Christmas and asks for parishioner’s financial support.</li> </ul>
<b>4. Conference Meetings</b>	<ul style="list-style-type: none"> <li>Chairs the meeting in place of the President.</li> </ul>
<b>5. Confidentiality / Privacy</b>	<ul style="list-style-type: none"> <li>When assigned by the President, leads an annual review of the SSVP <a href="#"><i>Confidentiality and Professionalism</i></a> and <a href="#"><i>Conflict of Interest</i></a> policies.</li> <li>When assigned by the President, leads an annual review of the conference’s practice and delivery of the commitment to keep the client information and records confidential and private.</li> </ul>
<b>6. Ordering Furniture or Vouchers</b>	<ul style="list-style-type: none"> <li>When assigned by the President, coordinates the ordering of furniture and vouchers. Maintains Conference records of orders placed.</li> </ul>

**SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL**

**Position Description: CONFERENCE TREASURER Page 1 OF 2**

<b>SPECIFIC DUTIES</b>	<b>TREASURER</b>
<b>1. Annual Report</b>	<ul style="list-style-type: none"> <li>• From the conference books, prepare, in the format set out annually by the TCC Director of Finance, the               <ul style="list-style-type: none"> <li>◦ Annual Stmt. of Assets &amp; Liabilities</li> <li>◦ Annual Stmt. of Revenues &amp; Disbursements</li> </ul> </li> <li>• Ensure Annual Financial Statement is signed by two officers of the conference, copy is sent to the Particular Council by monthend January.</li> <li>• From the conference books, prepare the Annual Information Return (CRA form T3010) as set out annually by CRA, ensure signed and sent to CRA within 6 months of the conference fiscal yearend.</li> </ul>
<b>2. Poor Box and Receipts</b>	<ul style="list-style-type: none"> <li>• Arrange for weekly collection of Poor Box donations after Mass, by Vincentians (preferred) or other designated collectors.</li> <li>• Arrange for the counting and recording of Poor Box donations.</li> <li>• Arrange for the timely deposit of donations to the conference bank account.</li> <li>• Ensure timely posting of collection amounts to the conference revenue ledger and donor record.</li> <li>• Ensure donors receive an income tax receipt for their donation(s) and a thank-you.</li> </ul>
<b>3. Record Keeping</b>	<ul style="list-style-type: none"> <li>• Keep account books up to date and <b>Present a financial report at each meeting.</b></li> <li>• <b>Retain invoices and receipts in the conference Supporting Records file.</b></li> <li>• Maintain other supporting records in compliance with CRA retention requirements, such as:               <ul style="list-style-type: none"> <li>◦ Weekly collection envelopes</li> <li>◦ Monthly Bank Statements</li> <li>◦ Cheque register</li> <li>◦ NIN assistance records, Income tax receipts and Minutes of meetings</li> </ul> </li> <li>• Ensure revenue and disbursement bookkeeping entries comply with TCC and CRA chart of accounts.</li> <li>• Finalize the conference books, on a monthly basis and perform a bank reconciliation to ensure bookkeeping accuracy.</li> </ul>
<b>4. Payments</b>	<ul style="list-style-type: none"> <li>• Ensure invoices and/or statements are obtained before payments are made. (Payments to be made by cheque signed by 2 authorized persons).</li> <li>• Ensure all expenditures align with the conference's charitable objects on file with CRA. Works with the delegated Furniture and Voucher coordinator to ensure all expenditures are authorized, recorded and paid for in a timely manner.</li> <li>• Secure approval for conference expenditures at conference meeting.</li> <li>• Issue invoice payments in a timely fashion and update conference expense ledger.</li> </ul>
<b>5. Conference Meetings</b>	<ul style="list-style-type: none"> <li>• From the conference books, prepare a monthly Financial Statement for review and approval at each conference meeting and ensure that it is included in the conference minutes and reported to the Particular Council.</li> </ul>

**SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL**

**Position Description: CONFERENCE TREASURER Page2 OF 2**

<b>SPECIFIC DUTIES</b>	<b>TREASURER</b>
<b>6. Confidentiality / Privacy</b>	<ul style="list-style-type: none"> <li>• Observe the utmost confidentiality and privacy of our neighbours' information and in the provision of material aid and any other kinds of help.</li> </ul>
<b>7. Budget</b>	<ul style="list-style-type: none"> <li>• Prepare the Annual Conference Budget and submits for Conference review.</li> <li>• Based on historical trends, forecast the magnitude of NIN assistance requests, and expected donation levels.</li> <li>• Develop plans to address shortfalls with special fundraising and / or requests to higher council.</li> <li>• Ensure timely identification of excess funds and approval for forwarding to higher council.</li> </ul>
<b>8. Financial Review</b>	<ul style="list-style-type: none"> <li>• Conduct a review of account books with conference officers at least once per year and submit report to members.</li> <li>• Ensure the conference books are provided to the officer conducting the annual audit, in a timely manner.</li> <li>• Arrange for periodic stewardship reports to pastor and parish.</li> </ul>
<b>9. Fund Raising/ Donations/Preparing Tax Receipts</b>	<ul style="list-style-type: none"> <li>• Ensure donors receive an income tax receipt with a thank-you.</li> <li>• Ensure all donations are a gift (without substantial benefit to the donor)</li> <li>• Ensure donor receipt format / content complies with CRA requirements.</li> <li>• Ensure replacement receipts are designated "Replacement Receipt."</li> </ul>

**SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL**

**Position Description: CONFERENCE SECRETARY**

<b>SPECIFIC DUTIES</b>	<b>SECRETARY</b>
<b>1. Record Keeping</b>	<ul style="list-style-type: none"><li>• Maintains an up-to-date list of member names, addresses and date they joined the conference.</li><li>• Maintains a record of each visit with a neighbour-in-need (NIN), including the assistance given and any special notes that would be helpful in growing the relationship with the NIN.</li><li>• Monthly report to Particular Council.</li></ul>
<b>2. Confidentiality / Privacy</b>	<ul style="list-style-type: none"><li>• Ensures confidentiality and safety of all information gathered about members and about those served.</li></ul>
<b>3. Conference Meeting Minutes</b>	<ul style="list-style-type: none"><li>• Attends meetings, records and prepares minutes of each meeting.</li></ul>
<b>4. Distribution of all meeting materials</b>	<ul style="list-style-type: none"><li>• Responsible for keeping all Conference members well informed, including: meeting dates and times, agendas, minutes, and all reports.</li></ul>
<b>5. Ordering Furniture or Vouchers</b>	<ul style="list-style-type: none"><li>• Coordinates the ordering of furniture and vouchers. Maintains Conference records of orders placed.</li></ul>
<b>6. Annual Report</b>	<ul style="list-style-type: none"><li>• Prepares the Annual Statistical report, with the participation of other officers.</li></ul>
<b>7. Budget</b>	<ul style="list-style-type: none"><li>• Assists Treasurer in preparation of the annual Budget.</li></ul>