

SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL

Position Description: CONFERENCE PRESIDENT

SPECIFIC DUTIES	PRESIDENT
1. Member Development	<ul style="list-style-type: none"> • 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.
2. Recruitment & Member Relations	<ul style="list-style-type: none"> • Encourages the recruitment of new members, maintains the engagement of current Vincentians and implements a clear path for succession planning for all officers.
3. Annual Report	<ul style="list-style-type: none"> • Provide input for Annual Report and ensure the report is submitted to Toronto Central Council. • Leads an annual self assessment (see Self Assessment Tool for Conferences on TCC website) and review of the conference’s adherence to and delivery of Our 5 Guiding Principles in Serving our Neighbours in Need with all members. • Create an implementation plan for improving practice and delivery of Our 5 Guiding Principles.
4. External Communications/ Outreach	<ul style="list-style-type: none"> • 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.
5. Conference Meetings	<ul style="list-style-type: none"> • Chairs and sets the agenda for each meeting, or assigns the Vice-President to do so.
6. Spiritual Reading	<ul style="list-style-type: none"> • Assigns a Vincentian the responsibility of selecting a spiritual reading and facilitating the reflection.
7. Confidentiality / Privacy	<ul style="list-style-type: none"> • Leads or delegates the task of annually reviewing the SSVP Confidentiality and Professionalism and Conflict of Interest polices. • Leads an annual review of the conference’s practice and delivery of the commitment to keep the client information and records confidential and private. • 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.
8. Payments	<ul style="list-style-type: none"> • Approve payments in conjunction with the Treasurer.
9. Budget	<ul style="list-style-type: none"> • Assists Treasurer in managing finances of the conference.
10. Financial Review	<ul style="list-style-type: none"> • Ensures that an annual audit review of the conference books is completed.
11. Ordering Furniture or Vouchers	<ul style="list-style-type: none"> • Delegates the coordination and authorization for purchasing and delivering furniture and all Vouchers to the appropriate Vincentian.
12. Bundle Weekends	<ul style="list-style-type: none"> • Assigns a Vincentian the responsibility for choosing dates, publicizing, and ensuring volunteers are available to handle the parishioner’s donations for Bundle-Up Weekends.
13. Camp Registration	<ul style="list-style-type: none"> • Delegates a Vincentian team, the responsibility of publicizing SSVP Summer Camps, identifying and registering campers.