

**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>