

SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL

Position Description: CONFERENCE VICE PRESIDENT

SPECIFIC DUTIES	VICE PRESIDENT
1. Annual Report	<ul style="list-style-type: none"> 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'.
2. Budget	<ul style="list-style-type: none"> Assists Treasurer in preparation of the annual Budget.
3. Christmas Works	<ul style="list-style-type: none"> When assigned by the President, leads the process of determining and delivering any specific works or additional support provided at Christmas. 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.
4. Conference Meetings	<ul style="list-style-type: none"> Chairs the meeting in place of the President.
5. Confidentiality / Privacy	<ul style="list-style-type: none"> When assigned by the President, leads an annual review of the SSVP Confidentiality and Professionalism and Conflict of Interest policies. 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.
6. Ordering Furniture or Vouchers	<ul style="list-style-type: none"> When assigned by the President, coordinates the ordering of furniture and vouchers. Maintains Conference records of orders placed.