

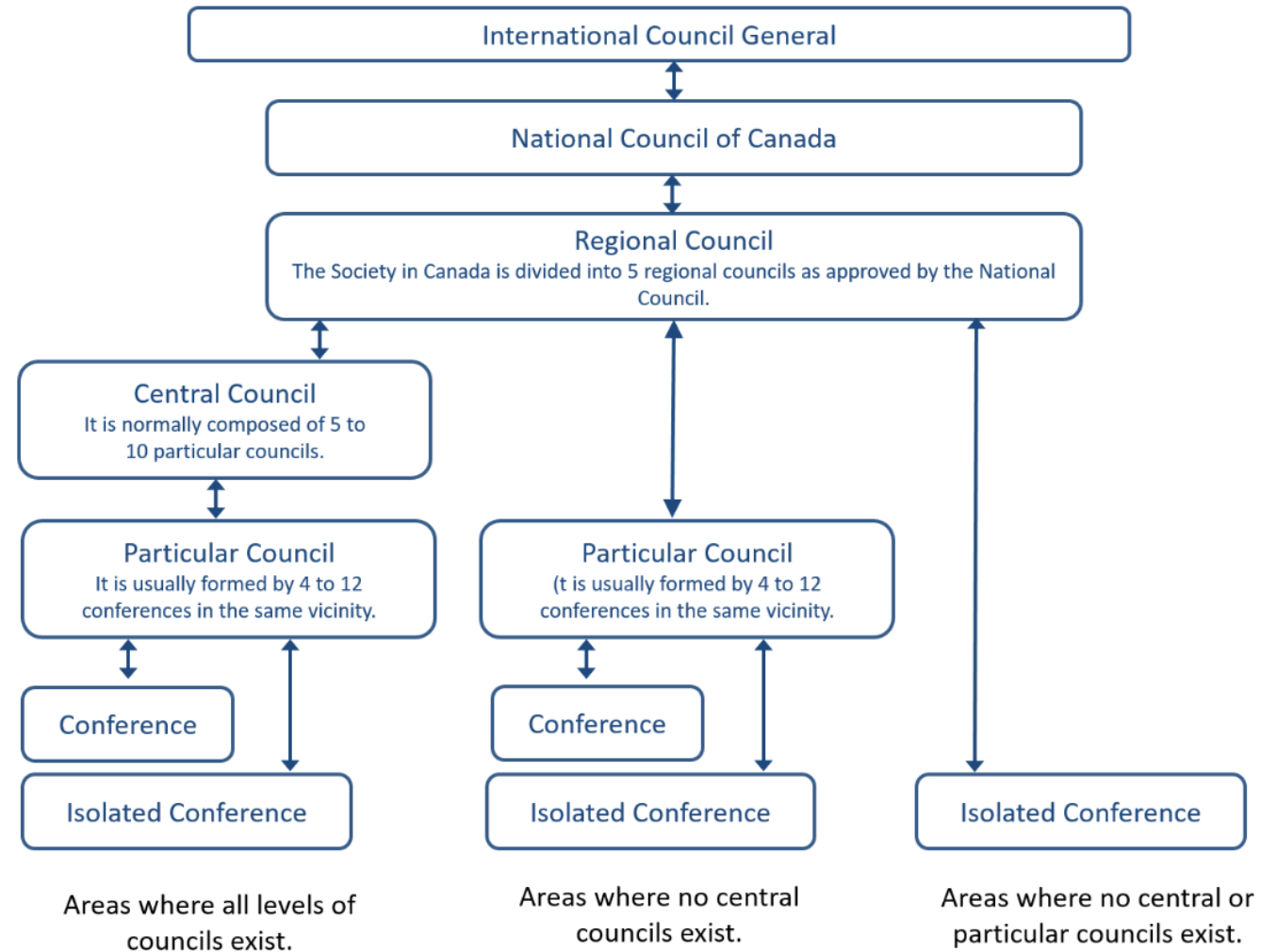
*Society of Saint Vincent de Paul*  
*National Council of Canada*



# Conference Executive Team Training and Renewal

*November 2021*

# Organizational Chart – Vincentian Family Tree Society of Saint Vincent de Paul in Canada



# INTERNATIONALE CONFEDERATION (CGI)



- The International Confederation of the Society of Saint Vincent de Paul unites aggregated conferences and instituted councils from around the globe under the Discatery for the Laity, the Family and Life.
- See Section 4 in the Rule and Statutes

# NATIONAL COUNCIL OF CANADA



- Highest body and the official voice of the Society of Saint Vincent de Paul in Canada;
- Provides leadership for all Vincentian activities throughout Canada;
- Ensures basic principles of the Society are respected by all Vincentians;
- Organizes the Annual National Training.

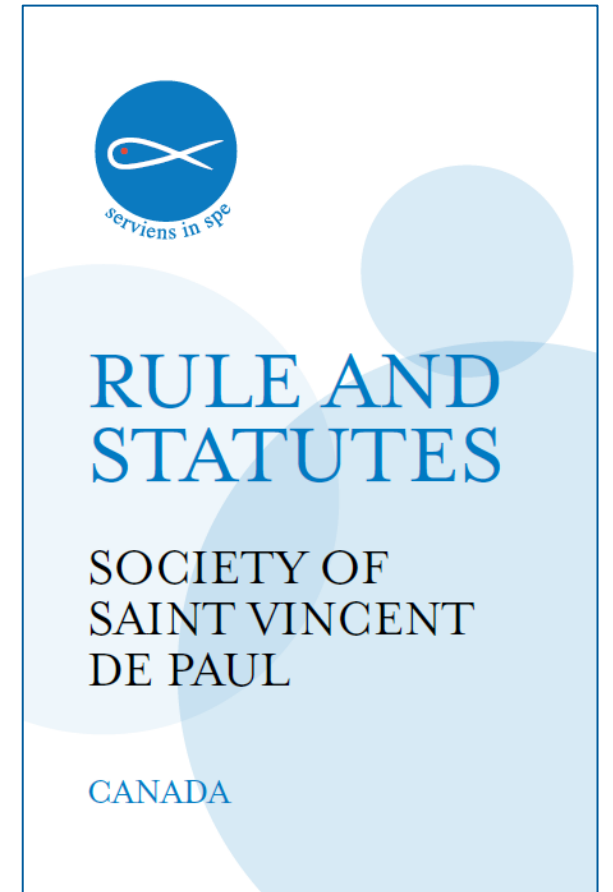


# Rule and Statutes Important Tools for Conferences



Available from the National web page under Members

<https://www.ssvp.ca/rule-statutes>



# THE CONFERENCE

- Conference Goals
- Roles and Responsibilities
- Aggregation
- Screening
- Reporting and Accountability procedures





# CONFERENCE GOALS

- **Conduct Local Activities**
- **Encourage Spiritual Growth**
- **Regular Review of Procedures**
- **Recruitment and Succession Planning**
- **Member Training and Vulnerability Sector Check**
- **Presidential and Executive Renewals**

# EXECUTIVE STRUCTURE ALL LEVELS



- **President**
- **Vice President(s)**
- **Treasurer\***
- **Secretary\***

\* Secretary and Treasurer functions may be combined for smaller conferences





# COMMITTEES

- Welcoming
- Home Visits
- Recruiting
- Training
- Social Justice
- Special projects
- Elections (ad hoc)



# Role: President

- Take an active interest in the welfare of the members by building and maintaining a strong team via coaching and mentoring;
- Allocate efforts for members' training, new and ongoing;
- Maintain oversight of the membership application and verification process (vetting, vulnerability sector check, etc);
- Encourage the recruitment of new members, and maintain membership of the conference;
- Allocate or delegate a reasonable amount of charitable work and other tasks to each member, ensuring that all tasks are properly carried out;
- Avoid autocratic behaviour;
- Act with a considerable measure of humility, always keeping in mind that the president is at the service of the members;
- Chair the meetings of the conference executive meetings;
- Work with the secretary for the development of the meeting agenda;
- Be familiar with and sign all minutes, after approval, along with the secretary or any other officer appointed by the board for this purpose.

# Important Attributes of a President



Good Communication skills

Good Listening skills

Good organizational skills

Good technical skills

Patience & understanding

Spirituality representing SSVP values

Good work ethic

It's not about me

Non-judgemental

Inclusive of everyone

Good facilitator

Strong mediator and negotiator

Manage people

Enthusiasm, Compassion

Reliable, open minded

Knowing the Rule

Sense of humour

Time management & prioritizing

Building relationships

Motivate people

Recruit/retain new people

Know the limits of their weaknesses



# Role: Vice-President

- To replace the president when he or she is absent or unable to fulfill his or her duties (Usually the first vice-president is the designated replacement);
- To collaborate with the president in all matters affecting the conference;
- To be a member of the Executive Committee;
- To lead the member recruitment and training, including coordination of mentorship;
- To carry out various duties that have been assigned, such as taking charge of a committee, planning activities, recruitment, youth membership, training , etc.;
- To assist the president on visits to conferences.



# Role: Treasurer

- Keep accurate, up-to-date, and appropriate records of the funds and securities of the conference, and the financial position of the conference;
- Ensure that funds are deposited, regularly, in the name of the Society of Saint Vincent de Paul conference at the financial institutions chosen by the members of the conference;
- Ensure that invoices and/or statements are obtained before disbursements are paid as required for auditing or review of financial records (To safeguard the good name of the Society, ensure all accounts are paid, as they become due);
- Ensure that all payments are signed by two persons duly authorized by the conference, as noted in the minutes in a 'banking resolution';
- Prepare a budget for the conference (which includes dues for Regional and National Councils);
- Inform members of the conference of the financial position by submitting a written financial statement at every meeting;
- Prepare and present an annual financial report to the members and submit it to the next higher council;
- Prepare and send income tax receipts to donors as appropriate;
- Prepare and submit an annual Canada Revenue Agency Charity Tax Return (e.g. T3010).



# Role: Secretary

- Record the minutes of the meetings and circulate them as appropriate; the minutes should reflect an exact report of what decisions and motions transpired during the previous meeting;
- Prepare and circulate the notices of all meetings and agendas in consultation with the president;
- Sign all minutes of meetings along with the president;
- Keep an up-to-date listing of members with names and contact information, noting changes of names or contact information for those in conference executive positions and notify the council at the next higher level;
- Ensure the confidentiality and safety of the information gathered regarding members' screening documents and clients served;
- Keep records, statistical data and archives, including all records related to the election of the president;
- Prepare an annual report in collaboration with executive and committee chairs, collate other reports from lower levels and submit them to the next higher council;
- Sign contracts, documents or instruments, when required.

# Spiritual Advisor



- The Spiritual Advisor is a religious or catholic lay person who undertakes the role and responsibility for the spiritual growth, development and life of the conference in accordance with the mission and ministry of the Society of Saint Vincent de Paul;
- Spiritual Advisors are full conference members, but they do not serve as officers;
- Spiritual Advisors play an important role in promoting the work of the Society;
- They give inspiration and challenge for the adoption of works in keeping with changing times and need;
- The Spiritual Advisor's task is that of spiritual animator;
- The Spiritual Advisor is to help the development of the spiritual life of the members and to enable them to better understand the meaning of charity and its practical application toward those in need;
- Sponsor training for lay catholics who wish to fill this role.

# Relationship with the Church and other Organizations



- Each Vincentian should seek to deepen a personal commitment to ecumenism and to cooperation in works of charity and justice, as a contribution towards the achievement of full and visible unity of the Church.
- However, the Catholic beliefs and spirit of the Society of Saint Vincent de Paul must be preserved. The president, vice-president and spiritual advisor of conferences should therefore be Catholic.
  - *In certain cases, though not Catholic, they may be members of churches and ecclesial communities that share certain Catholic beliefs such as the real presence of Christ in the Eucharist, the seven sacraments and devotion to Mary. In such a situation, the next higher level of the Society shall be consulted before the Society allows them to stand for election or nomination to the position of president or vice-president.*
- The Society accepts the principle of affiliated groups. These groups are usually members of other Christian churches and ecclesial communities, or non-Christian religions. They may participate in the charitable work and the fraternal life of the Society. However, they are not eligible for office in the Society.



# Choosing an Executive Team



## Presidents as Servant Leaders

Following Christ's example, the presidents at all levels of the Society endeavour to be servant leaders. They provide an encouraging atmosphere in which the talents, capacities and spiritual charisms of the members are identified, developed and put to the service of the poor and the Society of Saint Vincent de Paul. The president of the conference will have special responsibility for promoting Vincentian spirituality.

*Rule and Statutes, section 4 -- 3.11*



# Succession Planning



## DO:

- Start planning 6-12 months prior to term end and as soon as possible when a resignation occurs;
- Identify a succession recruitment team to lead the process;
- Review by-laws for term requirements;
- The Team prepares a vetting tool that highlights essential characteristics (spirituality, availability, specific skill set, other);
- Review and refresh all job descriptions to ensure that they are up to date and accurate;
- Develop a profile for the position including time commitment, number of meetings, expectations that will inform the candidates about the extent of the commitment, the length of the term, etc..
- Prepare a skill set overview for each position for which there is a vacancy;
- Identify mentors: incumbents, past holders of office, informed conference members;
- Distribute the job descriptions and skill profiles to all members;
- Prepare members to recruit by identifying key words and a process to direct an interested party;
- Set up an information session for interested members: discussion and training resources included;
- Develop a list of possible candidates and assign a Succession Recruitment Team member to meet informally with potential candidates;
- No position should be vacant for more than 6 months.

# Succession Planning



## **DON'T:**

- Don't advertise broadly;
- Don't choose anyone to fill the vacancy;
- Don't breach confidentiality. Keep all information about the process confidential;
- Don't let members who are not part of the Succession Recruitment Team engage candidates directly. Use the referral process.

# Meeting Format



It is important to keep in mind that every meeting should have an “order of business” or “agenda”.

## **Representative Meeting Agenda for Conferences**

- Opening Prayer
- Welcome & Roll Call
- Spiritual Reflection
- Reading from The Rule and Statutes
- Approval of the Agenda
- Declaration of conflicts of interest
- Approval of the Minutes of the previous meeting
- Correspondence
- Communiques from Higher Councils
- Finance Report

- Secret Collection
- Committee Reports (where applicable)
  - 1) Social Justice
  - 2) Home Visits Reports
  - 3) Training
  - 4) Special Projects
  - 5) Strategic Planning
- New Business
- Good of the Society
  - 1) Prayer Requests
  - 2) Deceased Members
  - 3) Roundtable Discussion
- Next Meeting
- Closing Prayer
- Adjournment

# Key for Effective Meetings



## Participants should:

- consistently display courtesy and respect for other members and opinions expressed in both face-to-face and electronic communication;

## Participants should not:

- have an independent conversation during a meeting;
- spend time texting or reading personal emails

Interjections should be less than 3 minutes.

**Suggestion:** Prior to making an interjection, write down what to say in order to stay on point.

(refer to Rule 2.11 and National formation Module LEAD-2: Fundamentals of Meeting Management - Parliamentary procedures )

# Conference Record Keeping



NON-INCORPORATED CONFERENCES OR COUNCILS				
DOCUMENTS	TIME KEPT			
	3 years	3 years past the end of the term of that president	6 years	In perpetuity
Aggregation, institution, or twinning forms				X
Membership application forms				X
Canada Revenue Agency: charitable registration forms				X
Minutes of meetings				X
Financial records			X	
Lists of members of the boards of directors				X
General correspondence during the mandate of any president		X		
Case records	X			
Annual reports				X
Proxies during the mandate of any president		X		

## Rule and Statutes

### 3.13 Retention and Archiving of Records



# Financial Management & Fiscal Responsibilities

- The Society shall preserve its good reputation for honesty and responsible stewardship. Therefore, conferences must be good stewards of the Society's finances;
- Funds received from all sources (collections, benefactors, members, higher councils, etc.) are to be used exclusively in the pursuit of the Society's aims and objectives;
- Conferences shall zealously manage and maintain the Society's assets. They shall avoid hoarding money. Unused funds and surpluses accumulated beyond a reasonable reserve fund shall be remitted to the council at the next higher level;
- Conferences should create an annual budget based on the previous years' revenue and expenses that includes a reserve of 3-month revenue;
- The Society must not hold title to any asset just for the purpose of holding such assets; it must use these assets to pursue the Society's mission.



# Confidentiality

- The concept of confidentiality is based on the individual's right to privacy, expressed or implied, and has both legal and ethical implications. Confidentiality means that disclosures made by a family or an individual to any of the Vincentian conference members or staff, will not be revealed to others, except in specific circumstances, and then only for the purpose of serving the family or individual in question;
- Members shall observe the utmost confidentiality in the provision of material aid and any other kinds of help. Confidentiality is one of the building blocks for the development of mutual trust between the persons being served and the Society. Persons being served should be informed that their identity will be protected by the Society, and that their consent will be sought before any disclosure is made to persons or organizations outside the Society.



# Importance of Conference Executive Team



- **Keeper of the flame:** the connection with the Mission;
- **Steward:** nurture and transmit what has been lent to us;
- **Aspiration:** agents for change in the community.

