

SSVP South Africa - Conference President		
Duties and Responsibilities		
Revision No 4 - October 2022		
Issued for Online Members Usage		
Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Search for office bearers required by the conference from all in the District Council to recruit those most qualified/suitable for the specific role and its required duties and obligations
1,1		Include the dates when office bearers are due for election on the website
1,2		Disseminate election dates throughout SSVP District Council structures using all available mediums and technologies to ensure that all SSVP members are informed of timeframes and requirements
1,3		Emphasise the need for succession plans for conference office bearers in thought, action and example
2	Appointments	Appoint Conference Office Bearers as per "The Rule" and as required for SSVP to run optimally including:
2,1		Vice - President
2,2		Spiritual Advisor
2,3		Treasurer and Financial Reporting Administrator
2,4		Secretary - Aggregation and Activity Report Administrator
3	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
3,1	Obedience	Adhere to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
3,2	Presidence	The leadership role of the president is to preside over the activities of the Conference and to nurture and encourage all to take up their roles and responsibilities in the management of SSVP. This delagative emphasis is to ensure that the entire Conference leadership participate and share the workload to grow together in a Vincentian Spirit. SSVP leadership is the ability of a single individual through his or her example, Christian/Vincentian behaviour and actions to inspire and motivate others to higher levels of <u>shared achievement and personal santification</u>
3,3	Delegation	The President delegates applicable actions to his/her Vice President or the appropriate Conference Office Bearers for their action, report back and discussion of any outstanding issues including:
3.3.1	Delegation	<u>Financial Structure and Operational Issues</u>
3.3.2	Delegation	<u>Members and Office Bearer Adherence to Roles and Responsibilities</u>
3.3.3	Delegation	<u>Training Schedule and Implementation</u>
3.3.4	Delegation	<u>SSVP Reporting Adhehrence at his/her Conference Level</u>
3,4	Prioritisation	The president concentrates on those activities that optimise the Societies growth and societal and religious relationships on a Conference macro level leaving others to grow in the management of the details of the matters to be addressed
3,5	Discermment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with <u>Christian humility with the Servant Leader only deciding actions that are deadlocked.</u>
3,6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God, hear his wishes and act on them.
4	Conference Management	Direct, delegate, coordinate, support and monitor the performance of specific duties/obligations of Conference Office Bearers including:
4,1		Management of the arranging and holding of Conference Meetings at least twice each month of the year and at such other times as is required to ensure that conference runs optimally
4,2		Provides Conference input to the SSVP national planning diary that schedules the compulsory and recommended activities including:
4.2.1		Special Masses
4.2.2		Festivals
4.2.3		Planning Meetings
4.2.4		District Council Meetings
4.2.5		Conference Meetings
4.2.6		Training Programme Schedules
4.2.7		SSVP new member recruitment drive dates and processes
4.2.8		Parish Liaison
4.2.9		Provides conference input to SSVP district and central council organagrams to ensure they are up to date
4,3		Approves minutes of Conference Meetings and ensures their timeous and appropriate distribution
4,4		Redistribute all relevant and applicable incoming communication from internal and external sources to all members
4,5		Systematic, periodic written and oral communication with all Conference Members
4,6		Calls extraordinary conference meetings as requested or needed to address issues
4,7		Liaison with the Conference Treasurer in the preparation of the financial statements and the monthly moniting of finances
4,8		The Conference President and Secretary review/produce/approve the conference financial report and submit it before the "submission deadline" to the District Council Financial Reporting Administrator.

4,9		The Conference President and Secretary review/produce the conference activity report and submit it before the "submission deadline". forward the summary and support information to the District Council Secretary.
4,10		The Conference President reviews the self registration/aggregation status of all of the conferences/members with the Conference Secretary/Aggregation officer and agrees the report summary to be sent to District Council Secretary/Aggregation Officer
4,11		The Conference President distributes the quarterly newsletter received from District Council summarising SSVP activities in the region/s to Conference Members.
4,12		The Conference President cooperates and communicates with the Parish and other charitable organisations that share similar objectives to the Society
5	District Council Management	Meets with appropriate District Council Officers to agree District Council cooperation including:
5,1		Conference Presidents to attend all District Council meetings if possible
5,2		Conference Presidents to appoint an alternative conference member to attend any District Council meeting that the Conference President cannot attend.
5,3		The Conference President distributes all District Council M.o.M and communications to each Conference member
6	Spiritual Management	Meets with the Conference Spiritual Advisor to agree the years Spiritual activities and requirements including:
6,1		SSVP members Spiritual training requirements
6,2		Request and attend meetings with various Catholic/Christian bodies to discuss SSVP cooperation
6,3		Ensures that the need for Spiritual Guidance and input is a requirement throughout the SSVP structures and levels
7	Financial Management	The treasurer and president shall exercise strict control over the Conference funds and shall endeavour to cooperate with banking officials and auditors in safeguarding of funds and accounts in accordance with modern day banking and financial control mechanisms.
7,1		Attend treasurer/financial meetings when invited by the Conference Treasurer or by the Presidents own election or at such other times as the Conference Treasurer may determine is required to ensure that SSVP financial matters run optimally
7,2		Liaise with current donors to ensure that all contributions are acknowledged with "Thank You" letters and any documentation required by the donor
7,3		Be informed of and have sight of internal requests for support/assistance and advise/vote on approvals
8	Training Management	Meet with the Central Council Training Officer periodically and as required to address strategic and emergency concerns
8,1		Agree the required training modules to be presented in accordance with National and Central Council agreements
8,2		Ensure that the training Modules content make SSVP members aware of their specific duties and responsibilities as members and office bearers
8,3		Ensure that the training Modules content make SSVP members aware of the history of the Society including its Patron St.Vincent de Paul, its founder Alexander Wilmot and the details of the founding of the Society
9	Compliance Management	Contact the District Council President as required to address any concerns brought to the conference attention
9,1		Ensure that the SSVP SA "Rule", constitution and development documents are adhered to in respect of any issues raised
9,2		Make arrangements to review any identified compliance problems with the District Council
10	Development Management	Meet with the District Council Office bearers periodically and as required to strategic objectives progress and to attend to any emergency concerns
10,1		Confirm which development options are to be pursued in the coming year
10,2		Review the progress of the initiatives and identify any corrective actions required
10,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
10,4	Partnerships and Networks	Encourage and monitor the building of partnerships and networks through the development and communications officers within parishes and the diocese. Cooperative relationships with other faith groups, civic communities and benefactors to be nurtured to ensure that SSVP highlights the needs of the poor and vulnerable across a widespread of communities.