

SSVP South Africa - District Council 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 District Council from all levels of SSVP 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 District Council office bearers in thought, action and example
2	Appointments	Appoint District Council 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		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 District Council 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 District Council 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 shared achievement and personal sanctification
3,3	Delegation	The President delegates applicable actions to his/her Vice President or the appropriate District Council Office Bearers for their action, report back and discussion of any outstanding issues including:
3.3.1	Delegation	Financial Strucure and Operational Issues
3.3.2	Delegation	Members and Office Bearer Adherence to Roles and Responsibilities
3.3.3	Delegation	Training Schedule and Implementation
3.3.4	Delegation	SSVP Reporting Adhehrence at his/her District Council Level
3,4	Prioritisation	The president concentrates on those activities that optimise the Societies growth and societal and religious relationships on a District Council macro level leaving others to grow in the management of the details of the matters to be addressed
3,5	Discernment 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 Christian humility with the Servant Leader only deciding actions that are deadlocked.
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	District Council Management	Direct, delegate, coordinate, support and monitor the performance of specific duties/obligations of District Council Office Bearers including:
4,1		Management of the arranging and holding of District Council meetings each month of the year and at such other times as is required to ensure that SSVP SA runs optimally
4,2		Provides District Council 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		Central Council Meetings
4.2.5		District Council Meetings
4.2.6		Conference Meetings
4.2.7		Training Programme Schedules
4.2.8		SSVP new member recruitment drive dates and processes
4.2.9		Provides input to SSVP district and central council organagrams to ensure they are up to date
4,3		Approves minutes of District Council Meetings and ensures their timeous and appropriate distribution
4,4		Redistribute all relevant and applicable incoming communication from internal and external sources
4,5		Systematic, periodic written and oral communication with all Conference Presidents
4,6		Periodically visits Conference members and attends Conference Meetings and as requested to address issues
4,7		Liaison with the District Council Financial Reporting Administrator in the receipt, preparation and submission of the financial statements to Central Council and monitors the accounts on a monthly basis
4,8		Liaison with the District Council Secretary and National Legal Officer in the receipt, preparation and submission of the activity reports to National Council

4,9		The District Council President and/or other delegated District Council Members attend/s a different Conference Meeting from their own conference each month during his/her term of office on a rotating basis to listen, serve and provide guidance and help as required
4,10		The District Council President appoints a designated Spiritual Advisor for the District Council to attend meetings and provide <u>Spiritual guidance to the District Council Members</u>
4,11		The District Council President distributes District Council M.o.M to each Conference President with specific instructions for the <u>Conference President to distribute the M.o.M to all conference members</u>
4,12		The District Council President distributes all communications and details of interest in respect of innovation and projects to each Conference President with specific instructions for the Conference President to distribute them on to all conference members
4,13		The District Council President distributes the quarterly newsletter received from Central Council summarising SSVP activities in the region/s to Conference Presidents with a specific instruction for the Conference President to forward the newsletter on to all Conference Members.
4,14		The District Council President cooperates and communicates with other charitable organisations that share similar objectives to <u>the Society</u>
4,15		The District Council President reviews the self registration/aggregation status of all of the conferences/members within the District Council with the District Secretary/Aggregation officer and agrees the report summary to be sent to Central Council <u>Secretary/Aggregation Officer</u>
4,16		The District Council President to ensure that the council and all of its members conduct an annual review of their work and service of the conferences in their District Council.
4,17		The District Council President assists the establishment of a Conference at Parishes in his/her district
4,18		The District Council President and Secretary review, collate and summarise the financial reports received from all Conferences and when complete or if incomplete then by the "submission deadline", forward the summary and support information to the <u>Central Council Treasurer</u>
5	Central Council Management	Meets with appropriate Central Council Officers to agree Central Council cooperation including:
5,1		District Council Presidents to attend all Central Council meetings if possible
5,2		District Council Presidents to appoint an alternative District Council member to attend any Central Council meeting that the District Council President cannot attend.
5,3		The District Council President distributes all Central Council M.o.M and communications to each Conference President with specific instructions for the Conference President to distribute the M.o.M and communications to all conferences members
6	Spiritual Management	Meets with the District Council Spiritual Guidance Officer 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 and the Parish 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	Training Management	Meet with the Central Council Training Officer periodically and as required to address strategic and emergency concerns
7,1		Agree the required training modules to be presented in accordance with District and Central Council agreements
7,2		Ensure that the training Modules content make SSVP members aware of their specific duties and responsibilities as members and office bearers
7,3		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
8	Compliance Management	Contact the Central Council President as required to address any concerns brought to District Council attention
8,1		Ensure that the SSVP SA "Rule", constitution and development documents are adhered to in respect of any issues raised
8,2		Make arrangements to review any identified compliance problems with the Central Council
9	Development Management	Meet with the National Development Officer and other National/Central Council Office bearers periodically and as required to strategic objectives progress and to attend to any emergency concerns
9,1		Confirm which development options are to be pursued in the coming year
9,2		Review the progress of the initiatives and identify any corrective actions required
9,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
9,4	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.