

SSVP South Africa - Conference Vice President		
Duties and Responsibilities		
Revision No 4 - October 2022		
Issued for Online Members Usage		
Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Assist the Conference President as delegated or requested in the search for office bearers required by Conference from all levels of SSVP to recruit those most qualified/suitable for the specific role and its required duties and obligations
1,1		Take all appointment based delegated actions as per the requirements of the Conference President
1,2		Disseminate election dates and processes as per the requirements of the Conference President
1,3		Assist in succession plans for Conference Members and office bearers as per the requirements of the Conference President
2	Appointments	Assist the Conference President as delegated or requested to appoint Conference Office Bearers as per "The Rule" and as required for SSVP to run optimally
2,1		Assist as per the list in 2.1 to 2.4 of the Conference Presidents Duties and Responsibility's document.
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 vice president is to perform the delegated or requested actions of the Conference President in respect of the activities of the Conference and to nurture and encourage all to take up their roles and responsibilities in the management of the Conference. This delagative emphasis is to ensure that the entire Conference leadership and members 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 vice president performs the actions delegated to or requested of him/her by the president and provides report back and holds discussion of any outstanding or resultant issues with/to the president 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 Conference Level
3,4	Delegation	The vice president further delegates suitable actions to the appropriate office bearers at the applicable level within the SSVP structures, requests/received report back and holds discussion of any outstanding or resultant issues including:
3.4.1	Delegation	Financial Strucure and Operational Issues
3.4.2	Delegation	Members and Office Bearer Adherence to Roles and Responsibilities
3.4.3	Delegation	Training Schedule and Implementation
3.4.4	Delegation	SSVP Reporting Adhehrence at Conference Level
3,5	Prioritisation	The vice 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
3,6	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.
3,7	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	Assist the Conference President to direct, delegate, coordinate, support and monitor the performance of specific duties/obligations of Conference Office Bearers as required for SSVP to run optimally.
4,1		Assist as per the list in 4.1 to 4.12 of the Conference Presidents Duties and Responsibility's document.
5	District Council Management	Assist the Conference President to direct, delegate, coordinate, support and monitor the performance of specific duties/obligations of Conference Office Bearers
5,1		Assist as per the list in 5.1 to 5.3 of the Conference Presidents Duties and Responsibility's document.
6	Spiritual Management	Assist the Conference President to ensure that the requirements for the Conference Spiritual Guidance Officer to agree the years Spiritual activities are in place
6,1		Assist as per the list in 6.1 to 6.3 of the Conference Presidents Duties and Responsibility's document.
7	Financial Management	Assist the Conference President to exercise strict control over Conference funds
7,1		Assist as per the list in 7.1 to 7.3 of the Conference Presidents Duties and Responsibility's document.
8	Training Management	Assist the Conference President to agree the Conference Training requirements
8,1		Assist as per the list in 8.1 to 8.3 of the Conference Presidents Duties and Responsibility's document.

9	Compliance Management	Assist the Conference President to ensure that Conference Compliance and Legal requirements are met
9,1		Assist as per the list in 9.1 to 9.2 of the Conference Presidents Duties and Responsibility's document.
10	Development Management	Assist the Conference President to ensure that Conference Development objectives are addressed
10,1	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.