

SSVP South Africa - Conference Treasurer Duties and Responsibilities

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Issued for Online Members Usage

Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Look out for suitable treasurers and/or financial reporting officers that may be required across all levels of SSVP and recommend them to those in need of the skill set
1,1		Emphasise the need for succession plans for treasurers and financial reporting officers throughout SSVP in thought, action and example
2	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
2,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
2,2	Leadership	The lead role of the Conference Treasurer guides the the activities of the Conference in financial matters, nurtures and encourages treasurers at all levels of the SSVP structure to act in accordance with their roles and responsibilities to grow together in a Vincentian Spirit
2,3	Delegation	Delegates required actions to the appropriate Conference Office Bearers or the appropriate District Council Treasurers/Financial Officers as and when required to ensure that SSVP financial management is optimised
2,4	Prioritisation	Concentrates on the financial and associated management actions to ensure that the Conferences financial status is in good standing and aligned with SSVP and Government requirements
2,5	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.
2,6	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.
3	Conference Management	The Conference Treasurer 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.
3,1	Conference Treasurer	All Conference Treasurers to provide documentation/information to the Central Council Treasurer timeously which includes:
3,1.1		Only the Society's Standard Bank (SB) Business On Line (BOL) consolidated banking arrangement be used by the conference. Provide on request to the CC the information and documents requires to open and maintain this account. Existing bank accounts may be kept open to receive anonymous donations for as long as practical.
3,1.2		That the conference account/s must have two identified designated signatories including the treasurer which are to be confirmed each year
3,1.3		Pay accounts timeously and regularly check financial position.
3,1.4		Update monthly the income and expenditure excel spreadsheet (template 1)
3,1.5		Reconcile the spreadsheet (template 1) with the bank account monthly
3,1.6		Forward monthly the reconciled copy of spreadsheet (template 1) to the Central Council Treasurer and forward annually the consolidated spreadsheet for 12 months within 2 months after year end.
3,1.7		Calculate and pay the levy each month to the Central Council timeously. (10% of all non-exempt income)
3,1.8		Advise the financial status of the conference to the other members
3,2		Periodic written and oral communication with the District Council Financial Officer
3,3		Periodically visits/contacts the Central Council Treasurer to address issues that have arisen
3,4		Attends District Council Meetings as requested to address specific issues
3,5		Be informed of and have sight of internal requests for support/assistance and advise/vote on approvals
3,6		Compiles the financial statements, statistics and reports of the conference and discusses any items or matters of concern or lacking clarity with the conference members
3,7		Submits the agreed conference financial statements, statistics and reports to the Central Council Treasurer within the required timeframe
3,8		Reviews/corrects any queries received from the Central Council Treasurer and resubmits the corrected conference financial statements, statistics and reports to the Central Council Treasurer within the required timeframe
3,9		SSVP members to be aware of Clause 15 of the "Rule". - <i>"Collections for the Poor and to Maintain the Structures"</i> . This clause states; <i>"Each conference shall assume its responsibility in assisting other conferences and councils with greater needs. Likewise, conferences should feel responsible for the maintenance of all levels of the structure of the Society. In order to achieve this, they must take up special bi-annual collections in the first and third quarters respectively from members in the spirit of friendship, solidarity, and sharing"</i> .
4	Training Management	Meet with the National Training Officer as required to provide input into financial training modules
4,1		Agree the required training modules to be presented in accordance with National Council agreements
4,2		Ensure that the training Modules content make SSVP financial members aware of their specific duties and responsibilities
5	Compliance Management	Meet with the National Legal Officer as required/requested to address any financial concerns
5,1		Ensure that the SSVP SA "Rule", constitution and development documents are not in conflict with good financial management practices
5,2		Make arrangements to review/advise any identified financial compliance problems and solutions with the SA National Council
6	Development Management	Meet with the National Development Officer as required to address any concerns with financial elements of development projects
6,1		Confirm which financial development options are to be pursued in the coming year
6,2		Review the progress of the initiatives and identify any corrective actions required
6,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
6,4	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.