

| SSVP South Africa - Conference Secretary | | |
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| Duties and Responsibilities | | |
| Revision No 4 - October 2023 | | |
| Issued for Online Members Usage | | |
| Item # | Management Function | Duty, Responsibility, Instruction or Action |
| Appointments | | |
| 1 | Appointments | Look out for suitable secretary's 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 secretary's throughout SSVP |
| 1,2 | | Seek suitably skilled SSVP members who can serve as current, future or supplementary secretarial roles throughout SSVP structure |
| 1,3 | | Seek suitably skilled service providers who can provide the required skills should insufficient SSVP members be available |
| Servant Leadership | | |
| 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 Secretary guides the activities of the conference in secretarial matters and nurtures and encourages secretaries at all levels of the SSVP structure 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 members as and when required to ensure that SSVP secretarial and administrative management is optimised |
| 2,4 | Prioritisation | Concentrates on the secretarial and associated management actions to ensure that the Societies conference secretarial and administrative processes are in compliance 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 as per the "Rule" |
| 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. |
| Conference Secretary | | |
| 3 | Conference Management | The Conference Secretary manages all SSVP SA incoming and outgoing communications between the conference and district council and between the conference and it's members. She/he also liaises with the Conference President, other conference office bearers and Parish Council Members as required to address all matters arising |
| 3,1 | Annual National Diary | The Conference Secretary liaises with the Conference President and the Conference Members in the compilation, production and implementation of the various activities that are to be included in the SSVP SA National Diary throughout the year as required to ensure the maximum participation in them |
| 3,2 | Annual National Diary | The Conference Secretary provides conference input to the Central Council Secretary (via the District Council Secretary) to assist in the compilation of the SSVP SA National Diary in October of each year for implementation on 1st January the following year. She/he also makes each of the conference members are aware of the availability of the National Diary information before the end of December each year |
| 3,3 | Conference Meetings | Organises each Conference Meeting, prepares the agenda and support documents, records and stores conference electronic or hard copy filing structures and distributes the M.o.M to all conference members and to the District Council Secretary. She/he also undertakes systematic written and oral communication to ensure that District Council information is communicated to all conference members |
| 3,4 | Conference Meetings | Manages the logistics and travel arrangements for all attendees at Conference Meetings and functions if and when required. She/he also manages the receipt and distribution of all communications and documents related to Conference Meetings and functions |
| 3,5 | Conference Liaison | Inform conference members of the need to provide documentation/information and reports to the Conference Secretary for onward distribution to the appropriate District Council Officer timeously |
| 3,6 | Conference Administration | The production, receipt and filing of the Conference M.o.M each month and additional information relating to Conferences and take the appropriate follow up actions as required to ensure compliance to SSVP requirements |
| Conference Members Registration | | |
| 4 | Members Registration | The Conference Secretary facilitates and coordinates the conferences input of members details into the Self Registration Database as detailed in this section |
| 4,1 | Online Registration Database | The Conference Secretary collects/collates/inputs information received from each conference member and or records/reports their input on the members self registration online portal/section. She/he also reports the conference status to the District Council Secretary |
| 4,2 | Online Registration Database | The Conference Secretary is responsible for and ensures that all current and new conference members details are consistently inputted on the online registration database and that update reports are uploaded and notified of timeously to the District Council Secretary |
| 4,3 | Online Registration Database | Maintains the conference members database to ensure it is up to date by receiving, collating and inputting information received from conference members |
| 4,4 | Online Registration Database | Periodic updating of the SSVP self registration database to ensure that all current and new member details are consistently reflected in it |
| 4,5 | Online Registration Database | Systematic, periodic review the SSVP member and conference self registration status on the national database |
| 4,6 | Online Registration Database | Periodic production of the SSVP national database report based on the information/data provided by the conference members |
| Conference Activity Reporting | | |
| 5 | Activity Reporting | The Conference Secretary facilitates and coordinates the conferences input of members details into the online Activity Register Database as detailed in this section |
| 5,1 | Activity Reporting | The Conference Secretary records the input of information of each conference activity in the online system and/or a hard copy system, reports the status to the District Council Secretary and follows up on late submissions |