

SSVP South Africa - District Council Secretary		
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 District Council Secretary guides the activities of the District Council 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 District Conference Secretaries as and when required to ensure that SSVP District Council secretarial and administrative management is optimised
2,4	Prioritisation	Concentrates on the secretarial and associated management actions to ensure that the Societies 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.
District Council Secretary		
3	District Council/Conference Management	The District Council Secretary manages all SSVP SA incoming and outgoing communications between Central and District Council and between District Council and each of its Conferences. She/he also liaises with the District Council President and other District Council office bearers as required to address all matters arising
3,1	Annual National Diary	The District Council Secretary liaises with the District's Conference Secretaries 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 District Council Secretary provides district council input to the National Secretary (via the Central 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 districts conference secretary's aware of the availability of the National Diary information for their onward communication and to each of conferences members before the end of December each year
3,3	District Council Meetings	Organises each District Council Meeting, prepares the agenda and support documents, records, stores and distributes the M.o.M through SSVP district council and conference electronic or hard copy filing structures and undertakes systematic written and oral communication to ensure that District Council information is communicated to all of the Districts Conference Secretaries for their further onward distribution to their respective conference members
3,4	District Council Meetings	Manages the logistics and travel arrangements for all attendees at District Council Meetings and functions if and when required. She/he also manages the receipt and distribution of all communications and documents related to District Council Meetings and functions
3,5	District Conference Liaison	Inform District Conference Secretaries of the need to provide documentation/information and reports to the appropriate District Council Officer timeously
3,6	District Conference Administration	The receipt and filing of the District Conference M.o.M each month and additional information relating to District Conferences and take the appropriate follow up actions as required to ensure compliance to SSVP requirements
District Council Members Registration		
4	Members Registration	The District Council Secretary monitors and coordinates the District Council Conferences input of members details into the Self Registration Database through SSVP SA secretary's at Conference levels as detailed in this section
4,1	Online Registration Database	The District Council Secretary collates the information from each District Conference reports of their input on the members self registration on line portal/section. She/he also reports the District Council status to the National Secretary via the Central Council Secretary
4,2	Online Registration Database	Maintains monthly written and oral communication with all of the Conference Secretaries in the District Council to ensure that all current and new member details are consistently inputted on the self registration on line portal/section and that reports are provided timeously to the National Secretary via the Central Council Secretary
4,3	Online Registration Database	Maintains District Council members database to ensure it is up to date by receiving, collating and inputting information received from SSVP District Conferences
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 District Conference Secretaries
District Council Activity Reporting		
5	Activity Reporting	The District Council Secretary monitors and coordinates the overall district input of members details into the online Activity Register Database through SSVP SA secretary's at Conference levels as detailed in this section
5,1	Activity Reporting	The District Council Secretary records the input of information of each District Conferences Activity Reports in the online system and/or a hard copy system, reports the status to National Council via the Central Council Secretary and follows up on late submissions