

OFFICER ROLES

President

The President is the leader of the conference and is responsible for its smooth running. The President should act like the captain of the team, encouraging all members to contribute to the best of their ability. They are a person who is good at bringing people together and encourages participation by all. The president does NOT have all the answers, but draws on the strengths of all members.

Duties:

- plans the agenda for each meeting with the Vincentian Coordinator & Secretary.
- runs the meeting beginning with leading prayer and including a reflection.
- With the group identify needs in the school/parish and local community and look at ways you as a group might help.
- Encourage the group to come up with action points however small.
- Organises activities to help members get to know each other (ice-breakers)
- Delegates; encourage members to accept action items that are suited to their skills and talents.

Vice President

The Vice President is supportive of the President and takes on the role of President if they are ever absent from the conference meeting. They inspire others to join the conference and are creative and generates new ideas.

Duties:

- Runs meetings when the President is unavailable
- Recruits new members to the conference (see page 25 for tips)
- Ensures the good works of the group are followed up and actions are carried out
- Organises the visits of guest speakers
- Makes guest speakers feel welcome and show appreciation for their support

Treasurer

The Treasurer is responsible for all the money raised and distributed by the conference. A good Treasurer is trustworthy, good with numbers and works closely with the Vincentian Coordinator who will keep hold of any physical funds for safe keeping.

Duties:

- Develops a budget for events and monitors expenditures
- Keeps a record of any funds raised and money spent on behalf of the group
- Updates the conference on the conference balance during meetings
- Helps to arrange donations from the conference to the St Vincent de Paul Society where appropriate.

Secretary

The Secretary keeps the records of the conference and acts as an ambassador; communicating the good works with the wider community. They are organised, a good writer and help keep the group on track by reminding them of decisions and activities that need following up.

Duties:

- works with the President to plan the agenda for each meeting
- keeps minutes at each meeting (see sample)
- makes sure the electronic Conference file is current and organised
- prints off the necessary documents from the conference file for each meeting
- sends the minutes to every member after the meeting
- writes letters on behalf of the conference and makes sure all members are aware of upcoming events
- Once a term sends fills in the online Youth SVP Form to share good news.

Communications

The communications officer is responsible for helping those outside of the group understand what is happening. This person is creative, and knows how to share good news with other people.

Duties:

- To make sure the school/parish notice board has up to date information
- The make sure the secretary's good news form is shared in the parish/school newsletter
- To make sure activities are shared on the parish/school's website and social media channels.
- To interview 2 members of the group at the end of the year and share with the National SVP Office
 - How they have benefited from being part of the group
 - What they have contributed to the group in terms of their own skills and talents.
 - Why more people should join the group the following year

