



St Vincent de Paul Society
CANBERRA/GOULBURN *good works*

CONFERENCE OFFICE BEARERS - ROLE DESCRIPTIONS

September 2021

OUR MISSION

The Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope, and joy, by working to shape a more just and compassionate society.

OUR VISION

The St Vincent de Paul Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope, and encouraging people to take control of their own destiny.

OUR ASPIRATION

An Australia transformed by compassion and built on justice.

OUR VALUES

Commitment: Loyalty in service to our mission, vision, and values

Respect: Recognising our own value and the value of others

Compassionate: Welcoming and serving all with understanding and without judgement

Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions

Integrity: Promoting, maintaining, and adhering to our mission, vision, and values

Empathy: Establishing relationships based on respect, trust, friendship, and perception

Advocacy: Working to transform the causes of poverty and challenging the cause of human injustice

Courage: Encouraging spiritual growth, welcoming innovation, and giving hope for the future.

CONFERENCE AS A COMMUNITY OF FAITH AND LOVE

“The members meet as brothers and sisters with Christ in the midst of them, in conferences that are genuine communities of faith and love, of prayer and action, spiritual bonds and friendships between members are essential, as is the common mission to help the poor and marginalized. The entire Society is a true and unique worldwide community of Vincentian friends”. (The Rule: 2012 Edition: Part 1: 3.3)

OFFICE BEARERS

The Conference President, after consultation with the members of the Conference, appoints office bearers, – a **Vice President, Spiritual Facilitator, Secretary and Treasurer** – from among the members to assist the efficient operation of the Conference. They may also appoint a **Statistics Officer** and a **Social Justice Representative**, and seek a **Bailly** to provide guidance, especially where the Conference is a new one. Conferences with an interest in the Society’s Overseas Development Program can appoint a **Twinning Officer**.

The term of appointment of office bearers is determined by the President and all appointments cease upon the election of a new President. The President should make appointments on merit and avoid making appointments which are arbitrary or not consistent with the best interest of the Conference. The President and the Treasurer must not be relatives (The Rule, Part 3 Article 6).

Vice President, if appointed by the President

The Vice President acts on behalf of the President when the President is unavailable for Regional/Conference related activities. The Vice President may be invited to undertake special projects from time to time, such as recruitment.

Spiritual Advisor

See separate document titled 'Position Description for Spiritual Facilitator' on the [Vinnies CG Intranet](#).

Secretary

The Conference Secretary takes the meeting minutes, handles inward and outward correspondence, maintains records and as required may assist with recording the statistics related to visits and those who are assisted by the Conference. All Conferences have a dedicated mailbox which the Conference President, Secretary and Treasurer have access to. The Secretary also has their own named email account for role specific correspondence.

Treasurer

The Conference Treasurer oversees Conference financial management and works closely with the Conference President and members, in collaboration with Yarralumla Office staff to safeguard the Society's funds utilised by their Conference. All Conferences have a dedicated mailbox which the Conference President, Treasurer and Secretary have access to. The Treasurer also has their own named email account for role specific correspondence.

Specific duties are as follows.

Financial accountability

- Assist members to understand and observe all financial policy and procedures, including how to record and document cash transactions
- Keep the Conference members up to date regarding available funds and expenditure
- Protect against fraud and theft and ensure safe custody of money, gift cards, and any other negotiable resources
- Review all internal processes and reporting methods.

Banking, and record-keeping

- Set up appropriate systems for payments, lodgements, and petty cash
- Issue receipts for donations made during fundraising
- Submit used receipt books to Yarralumla finance team
- Keep up-to-date records of accounts submitted for payment
- Deposit cash and cheques in bank account
- Ensure that record-keeping and accounts meet the conditions of St Vincent de Paul Society financial protocols.

Reporting and payments

- Authorise payment of bills when needed
- Present regular reports on the Conference's financial position at the Conference meeting

- Participate in discussions about financial/in kind support to people assisted by the Conference.

A [Treasurer's Handbook](#) that has been developed and can be found on the [Treasurer's Support Page](#) on the Vinnies CG Intranet along with further information and resources.

Statistics Officer

The Statistics Officer or Data Entry officer assists the Conference to provide accurate records of who is being assisted and how. This role consists of ensuring assistance records are maintained and provided to the Yarralumla office in a timely fashion. It may include:

- Entering data into the Society's Emergency Relief database (CDS) from records of visits provided by Conference members
- Keeping hard copy records in a secure location and maintaining the privacy of those records
- Disposing of hard copy records as soon as they have been digitised
- Preparing regular statistics generated from data recorded and provide to the Conference President.

Social Justice Representative

The Conference Social Justice Representative is the main champion for social justice advocacy within the Conference. Conference Social Justice Representatives will:

- Support and/or guide local advocacy activities such as forums, events, table talks and petitions
- Enjoy state-wide social justice forums and local social justice events
- Build on lively relationships with other Vinnies advocates, parishes, organisations and local social justice groups, such as by attending or convening local social justice networks
- Keep informed by joining the Territory Council's Social Justice & Advocacy Committee and help disseminate information to conference members
- Encourage members to take an interest in social justice and advocacy activities and understand the relevance of social justice and systemic advocacy in conference work
- Share information, stories and case studies with the Yarralumla Office.

Bailly

A Bailly is the mentor who assists a Conference of the St Vincent de Paul Society. The name 'Bailly' is a direct reference to Professor Emmanuel Bailly, who advised Frederic Ozanam and the other founders of the Society. The name 'Bailly' recognises the wisdom, guidance and support this role provides to the Conference.

A Bailly should have sound knowledge and experience as a Vincentian. They offer advice to the Conference members, empowering and supporting them. Their duties are to:

- encourage the spiritual formation of Conference members
- attend meetings as an observer
- offer advice when called upon
- assist the President with resolving issues or concerns if required
- assist members with choosing and focusing their activities.

Twinning Officer

Twinning Officers are appointed by a Conference when that Conference commences participation in the National Twinning Program. Twinning has three key elements: spirituality; learning; and fundraising. It should appear as a regular agenda item for Conference meetings once twinning is established.

The activities of the Twinning Officer include:

- encouraging and supporting prayers and Masses for or with twinned Conferences
- raising awareness and sharing communications from the twin with your Conference
- ensuring contact details of the twin are current
- receiving, managing and sharing project applications received from twins
- liaising with the Canberra/Goulburn Twinning Advisor
- encouraging your Conference, schools and Parish to participate in the Assist-a-Student Program
- promoting overseas development initiatives within the Parish
- instigating fundraising for overseas disaster appeals where the twinned Conference is impacted
- participating in the Canberra/Goulburn Overseas Partnership Committee (OPC) and attending meetings where possible
- keeping in touch with other Twinning Officers in your Region
- distributing promotional material or correspondence relating to twinning received from the Yarralumla Office (including Ozanam Sunday materials)
- arranging a guest speaker from the National Overseas Partnerships Advisory Committee (NOPC) or a local person who is well informed about your twinning country to speak at a Conference meeting (this can be arranged through the Canberra/Goulburn Twinning Advisor).

As well as having a heart for overseas development, the Twinning Officer should have good communication skills and some experience with fundraising and managing donations.

More information on Twinning is available on the [Vinnies CG Intranet](#) or you can contact the Canberra/Goulburn Twinning Advisor.