

St. Ignatius Conference

St. Vincent de Paul Leadership Positions

Conference President

The position of President is centered on the belief in being a *Servant Leader*. The Conference President is not expected to do all the work, but to delegate, encourage and inspire the volunteer members to work together to accomplish the mission of the Society of St. Vincent de Paul. Leadership in the Society differs greatly from commerce and industry because of its voluntary nature. Accordingly, members are to be led, inspired and encouraged. They are also entitled to be trained and formed for the volunteer work they will be asked to do.

A Conference President's responsibilities include:

- Providing opportunities for members of our conference to participate in faith formation activities (i.e. ways to deepen their spirituality and knowledge of the Society of St. Vincent de Paul and issues facing the poor and marginalized).
- Looking constantly at the needs in our community, discussing them in our Conference and with others outside our Conference, formulating plans to meet these needs and put them into place.
- Assembling a team of officers (Vice President, Treasurer and Secretary) and collaborating and supporting the team.
- Regularly inviting people to join your Conference, striving for diversity in culture, age and gender.
- Holding regular conference meetings
- Attending monthly District Council meetings (3rd Wednesday, 7:00 pm, SVDP-PDX office)

Additional compliance duties will include:

- Being a liaison to partnering agencies and St. Ignatius parish leadership (being a active member of St. Ignatius parish Outreach Commission – Second Wednesday 6:30pm, Dillon Hall)
- Preparing the annual budget with the Conference Treasurer
- Oversight for annual reports and records, and for the submission of all required Federal and Vincentian reports and records
- Supervising/Directing the Conference Volunteer Coordinator and assisting Volunteer Coordinator in recruiting, training and formation of new Vincentian volunteers

Conference Treasurer

The Conference Treasurer is responsible for matters of finances and recordkeeping for the St. Ignatius Conference of St. Vincent de Paul. These responsibilities include the following:

- Preparing the annual budget of the St. Ignatius Conference (in conjunction with the Conference President and Vice President).
- The Treasurer is responsible for the conference funds, for keeping accurate and appropriate records of all the receipts and expenditures.
- On a weekly basis, and at times more often, the Treasurer is responsible for writing all the conference checks to vendors and for emergency rent and utility assistance. For auditing purposes, invoices and statements are obtained before disbursement is made and receipts are collected and retained for all disbursements. Whenever possible, all payments should be made by check. Any cash payment requires the approval of two conference members.
- The Treasurer keeps up-to-date the financial report, reflected in the *Society's Official Minute Book*. [In this way, the true financial condition of the conference is known at all times.]
- The Treasurer is responsible for all deposits. Conference funds are to be deposited regularly and promptly in the conference's checking account.
- A bank report and balance should be submitted, preferably monthly at the regular monthly meeting of the St. Ignatius Conference, but at least quarterly. Bank reports are verified by the President or an audit committee of two members.
- St. Ignatius Parish is to be regularly updated on the finances and activities of the St. Ignatius Conference.
- At year end (September 30) the Treasurer is responsible for gathering the data needed for the required year-end report and submitting report to the St. Vincent de Paul Council.

Additionally, the Treasurer arranges for an annual audit. This audit is generally performed by two conference members, delegated by the St. Ignatius Conference, or by another qualified person or organization. Funds belonging to the conference must always be kept separate from the Conference Treasurer's personal assets. The credit of the conference must be safeguarded at all times and, therefore, all just accounts should be paid as they become due.

Conference Vice-President

The Conference Vice President collaborates, supports and assists the Conference President in carrying out the mission of the St. Ignatius Conference of St. Vincent de Paul. Specifically, the responsibilities of the Vice President of the Conference include:

- Assisting the Conference President in the development, coordination and outreach of the St. Ignatius Conference
- The Conference Vice President is responsible for setting the agenda for the monthly meeting, in collaboration with the President and the Spiritual Advisor.
- The Conference Vice President assumes the responsibilities of the President in the President's absence.
- The Conference Vice President regularly attends the quarterly SE Council meeting and reports back to the President (generally held quarterly on the 4th Wednesday, 7:00 pm, The Madeline)
- The Conference Vice President provides supervision of the Pantry Manager(s).

Conference Secretary

The Conference Secretary records the minutes of the regular monthly conference meetings on the standardized minutes recording sheet. Minutes are collected by the secretary (the Society's Official Minutes Book) and retained in the records of the St. Ignatius Conference for seven years. Copies of the minutes are to be distributed to members within a week of the monthly meeting and approved at the next regular monthly meeting. The secretary will make the corrections and additions, as necessary, and update the minute book. Additional responsibilities include:

- General correspondence for the St. Ignatius Conference, for example, thank you letters to donors and supporters. Regularly check the parish mail box.
- Providing leadership in helping with the conference mission. For example, creating regular and periodic announcements for the parish bulletin, creating flyers, brochures or promotional material for distribution at the parish and other locations, as appropriate.
- Assisting the Conference leadership in recruiting and retaining volunteers. For example, working with the Conference Volunteer Coordinator to timely manage emails and telephone calls to volunteers.
- With the Conference Treasurer, keeps St. Ignatius Parish and Staff Outreach Coordinator regularly updated on the finances and activities of the Conference.

Conference Pantry Manager

The Conference Pantry Manager is responsible for coordinating, supervising and managing the week to week operation of the pantry in the St. Ignatius parish offices.

The Pantry Manager is responsible for the following:

- Keeping an inventory of the conference pantry and maintaining the inventory records, which include a record of food donations and acquisitions.
- Ordering food from Oregon Food Bank and/or St. Vincent Council Pantry to restock the conference pantry.
- Maintaining a clean and safe work environment
- Monitoring and recording the temperatures in the refrigerators and freezers
- Monitoring the self-reported recordkeeping of volunteers (hours worked and miles driven) of volunteers who work in the pantry and in the distribution of food from the pantry, for the monthly report to St. Vincent de Paul Council.
- Assisting the Conference Volunteer Coordinator with the training and support of all volunteers who work in the food pantry.

Conference Volunteer Coordinator

The Conference Volunteer Coordinator coordinates the volunteers' schedule and assists the Conference President in the training and formation of volunteers. The primary responsibilities of the Volunteer Coordinator include:

- Coordinating the "master schedule" of volunteers who deliver food for the St. Ignatius Conference's weekly distribution of food boxes from the St. Ignatius Conference Pantry
- Coordinating volunteers for the (approximately) monthly pick-up of food for restocking the Conference Pantry from the *Oregon Food Bank* and from the *St. Vincent de Paul Pantry*.
- Working with the Conference Pantry Manager to coordinate the volunteers who stock the pantry with the weekly contributions of food from the St. Ignatius Parish Community and other local sources.
- Working collaboratively with the Pantry Manager to coordinate the number of volunteers required to make weekly food deliveries.
- Organizing and holding regular training sessions for volunteers (in conjunction with the Conference President and other Conference Leadership).

Spiritual Advisor

The Spiritual Advisor is a priest, permanent deacon, religious or Catholic lay person who undertakes the role and responsibility for the spiritual growth, development and life of the Conference in accord with the mission and ministry of the Society of St. Vincent de Paul. Their responsibilities include:

- Membership in the St. Ignatius Conference (but not a holder of another office)
 - Attending meetings, participating in discussions, and providing necessary guidance to the Conference members on spiritual matters.
 - Actively participating with members in direct service to those in need, when possible.
 - Providing appropriate scriptural or spiritual readings for regular Conference meetings which relate to the mission of SVdP (as well as sharing this opportunity with others).
- Being the spiritual animator of the works of the St. Ignatius Conference:
 - Inspire and challenge the conference to read the signs of the times and the changing needs of the local community and helping the conference adapt to these changes;
 - Helping members better understand the meaning of charity and its practical application toward those in need;
- Helping to plan, design and execute special prayers and formation sessions, such as retreats, days of recollection, prayer services
- Helping members of the St. Ignatius Conference reach a deeper awareness of:
 - Their participation in the mystery of Christ;
 - Their need for openness to others;
 - Their vocation as Christians and Vincentians to serve and minister to others as well as one another;
 - Their identity with the poor, marginalized, disenfranchised
 - And, how to foster friendship with those in need.