



St Vincent de Paul Society
NSW
good works

REGIONAL COUNCIL PRESIDENT ROLE DESCRIPTION

July 2016

Bl Frederic Ozanam direction to Society members in 1841: “Let us do, without hesitation, whatever good lies at our hands.”

PRIMARY RESPONSIBILITIES

1. The primary responsibility of the Regional Council President is to lead the Region in fulfilling the Society Mission and Vision.
2. Be familiar with *The Rule*.
3. Ensure programs are in place to enable Conference members to deepen their spirituality and foster the Vincentian vocation.
4. Ensure all members are trained and properly equipped for visitation as the principal basis for providing person-to-person service for the poor.
5. Conduct and attend meetings, visit Conferences (and Special Works if applicable), and attend Festival Masses and events.
6. Implement all action required for the safety of clients, members, volunteers, staff, and the public, as needed to comply with WH&S legislation.
7. Ensure Conferences comply with *The Rule*, together with all State and Central Council policies, procedures and directives.
8. Attend and actively participate in Central Council meetings and activities.
9. As a Central Council Member, the Regional Council President has the duty to consider the needs of the Society across the whole Central Council. From time-to-time issues may arise which require the Regional Council President, under State Council direction, to consider the needs of the Society across NSW and, when required, across all Australia.
10. Ensure all communications from the State Council President, State Council, Central Council President and Central Council are relayed without delay to Regional Council members. When required direct Conference Presidents to present communications at Conference meetings.

GENERAL RESPONSIBILITIES

1. Act as an advisor to the Central Council President and to the Central Council, supporting the Central Council President and Council in their endeavors and decisions.
2. Develop and maintain awareness of any particular needs of the disadvantaged within the Region. Work with the Central Council President and Council to provide any support needed to establish new Conferences, Special Works or Centres in the Region.
3. Ensure all Conferences have electronic communication including email for Conference Presidents.
4. Ensure details of all new members are provided to the Regional Office.
5. Ensure Conference Presidents stand down when their term of office expires, as per *The Rule*.

6. Ensure the election of a Conference President is called in strict accordance with *The Rule*. Interview all nominees against the 'Conference President Role Description' and sign off on the 'Conference President Candidate Declaration' form. Attend, or be represented by a personally delegated member of the Regional Council, the Conference meeting at which the election is held.
7. Encourage submission of articles for the Central Council newsletter/magazine and State Council and National Council publications.
8. Read all Regional papers and reports, especially in preparation for Central Council meetings.
9. Prepare a Regional Council Annual Report covering the activities of all Conferences in the Region.
10. Ensure Conferences lodge monthly statistics in a timely manner.

REPUTATION OF THE SOCIETY

1. At all times the Regional President is to be mindful to fulfill the role and responsibilities in a manner which protects and enhances the reputation and standing of the Society among the members, staff, volunteers, the Church and public.
2. Regional Council Presidents may not accept any benefit by reason of the exercise of the office outside the entitlements of the position as determined by State Council from time-to-time. All transactions must be at arm's length and any possible perception of conflict of interest is to be notified in writing to the Central Council President prior to any decision.

Any action or behaviour of a Regional President which is detrimental to the good name of the Society or brings the Society into disrepute will be grounds for immediate suspension under *The Rule*.

MEETINGS AND GATHERINGS

1. Prepare the Agenda for Regional Council meetings and any special meetings.
2. Regional Council meetings should not be less frequent than quarterly.
3. Attend at least once a year a Conference meeting in all Conferences of the Region.
4. Circulate the minutes of Regional Council meetings to Conferences.
5. Attend gatherings especially:
 - Regional, Conference, Special Works, Central Council and State Festival Masses
 - Regional retreats
 - Commissioning ceremonies
 - Special Works gatherings, blessings and associated events and represent the Society at a civic level when required.

FINANCIAL

1. Ensure all funds used in the Region are used strictly in accordance with *The Rule* Part 1, Article 3.14: The use of money and property for the poor.

2. Ensure Conferences and the Regional Council comply fully with the requirements of the Society's financial policies, procedures, and systems.

RECRUITMENT OF NEW MEMBERS

1. In collaboration with Conference Presidents ensure recruitment of new members is consistently a high priority activity:
 - motivate Conference Presidents to work together to develop and employ member recruitment strategies
 - generate resources and other support from the Central Council and State Council to assist in member recruitment
 - cultivate an environment where new members are welcomed enthusiastically, trained, given work to do and are respected within the spirit of the Society
 - ensure new members complete all relevant Membership Application Procedures and forms, which are to be lodged with the Regional Office.

TRAINING

1. Ensure in collaboration with Conference Presidents that all members complete mandatory training programs and formation activities, as required by State Council policy.

DISPUTE RESOLUTION

1. Disputes of any nature must be referred immediately by the Regional Council President to the Central Council President to determine action required to resolve the dispute. This could include referral to the State Council President.
2. No action on any dispute is to be taken by the Regional Council President or the Regional Council unless authorised in writing by the Central Council President.

REGIONAL COUNCIL PRESIDENT SUCCESSOR

The Regional Council President must be pro-active in cultivating potential successors as early as possible and particularly when approaching their final year. They should keep the Central Council President informed of potential candidates.