



POSITION DESCRIPTION

Position Title:	Secretary
Reporting to:	Leader – (Conference President)
Direct Reports:	N/A
Term:	N/A

ORGANISATIONAL CONTEXT

Our Vision

The 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 them to take control of their own destiny.

Our Mission

The St Vincent de Paul Society (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, and by working to shape a more just and compassionate society.

Our Values

- **Commitment:** Loyalty in service to our mission, vision and values
- **Compassion:** 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 causes of human injustice
- **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future

Our Services

The St Vincent de Paul Society’s members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; assistance centres; youth programs; soup vans; assistance for asylum seekers and refugees; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated ‘members’; all who volunteer their time to undertake a range of community support activities at a local level (‘conference’), regional level, central council level, and state level. There are also a number of volunteers who form part of collaborative state and national committees, special works and service the Vinnies’ shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

Secretary: January 2020



PURPOSE OF ROLE

In addition to the duties of a member, the Secretary is responsible for the documentation and communication of the activities of the conference. The secretary is the primary administration officer of the conference and provides the links between the conference, members and central office. Amongst the Secretary's tasks are to distribute minutes, receive and disseminate correspondence to and from the conference, prepare meeting agendas in collaboration with the Conference President and distribute these prior to the conference meeting.

IN ADDITION TO YOUR ROLE AND RESPONSIBILITIES AS A MEMBER, THE KEY ACCOUNTABILITIES ARE

Key Accountability	Deliverables
Accountability and Compliance	<ul style="list-style-type: none"> • Ensure that all activity is ethical and compliant with legislation, regulation and organisational policies and procedures • Support the conference president by: <ul style="list-style-type: none"> ○ Assisting with creation of the agenda ○ Taking all meeting minutes and distributing in a timely manner ○ Assisting with receipt and distribution of key messages from the Society mailout ○ Ensuring all correspondence is actioned in a timely manner • Ensure all records and information are maintained in line with Society Policy and procedure • At all times behave in a manner which protects and enhances the reputation of The Society
Records Maintenance / Data Entry	<ul style="list-style-type: none"> • Ensure entry of accurate and detailed records is placed in the welfare database of the people assisted by the conference and reported to the conference in a timely manner (where there is no member responsible for database maintenance) • Assist with the allocation of the visitation roster where required

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Council President	Internal	<ul style="list-style-type: none"> • Conference Leader
Conference Members	Internal	<ul style="list-style-type: none"> • Colleagues
The people we serve	External	<ul style="list-style-type: none"> • Recipients of our service



DELEGATIONS OF AUTHORITY

You will be required to work within the delegations of authority policy.

KEY COMPETENCIES IN ADDITION TO A MEMBER

Skills

- Ability to take accurate minutes
- An acceptable level of literacy, especially for correspondence and minutes of meetings
- Ability to maintain accurate records of conference matters

Knowledge / Experience

- An understanding of the Society's mission, vision, values and services
- Sufficient knowledge of all documents relating to successful running of conference meetings including The Rule, Society conference meeting structure / protocols and the Society records' keeping Policy
- Experience with the MS Office Suite and an intermediate level of general computer literacy
- Experience in planning, prioritising and organising work, on an individual basis, within a set timetable
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Attributes

- Ability to liaise with Parish/ Parish priest with regard to SVDP Appeals, masses, and other SVDP events

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME. TRAINING WILL BE MADE AVAILABLE AS REQUIRED IN BOTH FACE-TO-FACE AND ON-LINE FORMATS.