



Welcome

INVITATION TO LEAD 2021 Secretaries

1



Housekeeping

- Log attendance in ZOOM CHAT
- No formal breaks
- Stay muted until Q&A
- If internet connection seems interrupted, try to turn off your video to save bandwidth.

2



Today, you will learn about:

- Secretary Duties
- Meeting Minutes & Secretary's Report
- Membership, Record Keeping & Databases
- Reporting & CMS
- Formation and Training
- Communication

3

Opening Prayer



Noble Saint Vincent de Paul,
Beloved servant of the poor,
May we follow your example
and do good works among those whom society has abandoned, enslaved, or forgotten.

Inspire us to feed the hungry, to love a child, to provide comfort and medicine to the sick, to clothe those whose garments are threadbare, and to offer hope and our Lord's words to all who need respite.

Pray for us to our beloved God
that we may commit ourselves selflessly to doing the same charitable acts that you did all your life,
and intercede with Him that we may have the favor of His guidance, and strength
and love upon this important and meaningful work.

Amen

4



“Following Christ’s example, the Presidents (and officers) at all levels of the Society endeavor to be servant leaders. They provide an encouraging atmosphere in which the talents, capacities and spiritual charism of the members are identified, developed and put to the service of the poor and the Society of St. Vincent de Paul.”

Rule: Part I, 3.11

5

Your Duties



- Give notice of all meetings of the Conference;
- Attend meetings of the Conference;
- Ensure that all votes are recorded and minutes kept of all proceedings;
- Maintain all conference records, including: formal documents, meeting attendance and member data;
- Maintain member contact and training information in the national database and CMS;
- Organizes and prepares correspondence for the Members and Donors in conjunction with the President.

HANDOUT: Conference Secretary Job Description

6

Meeting Minutes



- Template available
- Include all votes, membership changes, etc.
- Send to Council Office (Amanda Stricklin, astricklin@svdpgorgia.org)
- Can reference when recording Volunteer Hours in CMS
 - *See Slide - Reporting and CMS

7

Secretaries Report at Meetings



- Items to Report:
 - Record Keeping Updates (Membership Report)
 - Correspondence Received from Council or Other Organizations
 - Information about the Society (e-Gazette & Society Page)
 - Trainings and Formation

8

Membership



- Secretary may act as New Member Coordinator
 - Procedures for Admitting New Members (Rule, Part 3, Statute 3)
 - Introduction of a new Conference Member at Conference Meeting
 - Membership Application form
 - Share with President
 - Repairing Member Relationships
 - Termination of Membership

HANDOUT: Procedures for Admitting New Members
HANDOUT: Vincentian Membership Application

9

Record Keeping & Databases



- Keep an All-time roster
- Initial National Member Database Clean-up (by September 30, 2021)
 - Update annually
 - Training on National Member Database will be held on August
- Secretary will keep CMS Membership Roster Updated
- How does member get on the list for SVdP USA and SVdP Georgia Newsletters (Frederic's E-Gazette and the Society Page)?
 - www.svdpgeorgia.org/new-member
 - [SIGN UP FOR THE SOCIETY PAGE- A MONTHLY PUBLICATION](#)
 - [SIGN UP FOR THE E-GAZETTE- A WEEKLY PUBLICATION](#)

10

Reporting & CMS



- Maintain Membership Roster in CMS
 - CMS- All members should have Conference Member role
 - Must be current on September 30th of each year for annual reporting
- Record Volunteer Hours in CMS
 - Include all home visits, Conference meetings, board meetings, Spring to Life, etc.
 - Can enter consolidated number under one person's CMS profile
 - See handout for detailed instructions

*HANDOUT: CMS Instructions for Secretary
REFERENCE: CMS Administrator User Guide*

11

Formation & Training



- Required:
 - ✓ Ozanam Orientation
 - ✓ Home Visit Orientation
 - ✓ Child Abuse Prevention
 - www.svdpgeorgia.org/cap
- Supplemental:
 - CMS Training Online (Beginner & Advanced)
 - Spirituality of the Home Visit Journal
 - Serving in Hope booklet series

Vincetian Formation & Training Event Calendar
Find Details and Registration at
www.svdpgeorgia.org/vincetian-calendar

12

Communication



- Parish and Priest
 - Bulletin Announcements (Template or own client stories)
<https://members.ssvpusa.org/formation/formation-resources/bulletin-announcements/>
 - Client Stories
- Conference Newsletter
 - Internal Conference Newsletter
 - Invite Priest to all meetings
- Membership

*LINK: Bulletin Announcements
HANDOUT: IHM Client Story
HANDOUT: Prince of Peace Conference Newsletter
HANDOUT: St. Thomas the Apostle Conference Newsletter*

13

Q&A



14

Closing Prayer



Heavenly Father,
Inspired by Your servants Blessed Frederic and Saint Vincent,
May we bear witness to Your compassionate and liberating love by serving Your poor cheerfully,
And each other humbly,
On our path towards Holiness in union with you,
Lord Jesus,
Amen

15
