



OUR MISSION | To serve our neighbors with love and respect: delivering help, hope, and pathways to self-sufficiency.
Feed. Clothe. House. Heal.

New President Checklist

Getting Started		
<input type="checkbox"/> Commit to at least one 3-year term (no more than 2 consecutive) if elected. Terms begin Oct. 1.		<i>Conference Bylaws pg 11, President's Handbook, pg 3</i>
<input type="checkbox"/> Attend "Invitation to Lead" within your first year as President.		svdpgeorgia.org/vincentian-university/
<input type="checkbox"/> Read the <i>Conference President Handbook</i> .		svdpgeorgia.org/wp-content/uploads/2023/02/Conference-President-Handbook.pdf
<input type="checkbox"/> Read <i>The Rule</i> and <i>The Manual</i> of the Society.		members.ssvpusa.org/governance/the-rule-the-manual/
<input type="checkbox"/> Read the Conference Bylaws.		Contact the Council at 678-892-6174 for a copy
<input type="checkbox"/> Read the District Bylaws.		Contact the Council at 678-892-6174 for a copy
<input type="checkbox"/> Conduct at least 2 monthly meetings and be adequately prepared to vote.		<i>Conference Bylaws pg 7; President's Handbook pg 3</i>
<input type="checkbox"/> Cooperate in the National Strategic Plan.		members.ssvpusa.org/information-for-members/strategic-plan/
<input type="checkbox"/> Cooperate in the Georgia Strategic Plan (2025-2030).		https://svdpgeorgia.org/strategic-plan/
<input type="checkbox"/> Keep your Pastor informed about Conference activities and impact.		<i>President's Handbook, pg 4</i>
<input type="checkbox"/> Oversee accountability of financials and resources.		<i>President's Handbook, pg 4</i>
Goal #1: Formation of Members		
<input type="checkbox"/> Encourage each member to complete the "New Vincentian Checklist".		Contact the Council at 678-892-6174 for a copy
<input type="checkbox"/> Consider appointing a New Member Coordinator or Recruitment Chair.		
<input type="checkbox"/> Encourage members to grow in their roles (e.g., caseworker, officer) by attending Quarterly Town Halls and the "Spring to Life" Annual Assembly.		svdpgeorgia.org/members/events/
<input type="checkbox"/> Encourage all members to proactively refer people in need and recruit fellow Vincentians.		
Goal #2: Servant Leadership		
<input type="checkbox"/> Identify with the life and legacy of founder Frederic Ozanam.		<i>President's Handbook, pg 10-14, 21-25</i>
<input type="checkbox"/> Model servant leadership by performing Home Visits as a caseworker.		
<input type="checkbox"/> Proactively watch for and refer people in need.		
<input type="checkbox"/> Remain informed about national, regional, and local issues affecting poverty and working families.		<i>President's Handbook, pg 3</i>
<input type="checkbox"/> Share information effectively and invite feedback through appropriate channels.		<i>President's Handbook, pg 3</i>
Goal #3: Team Leadership		
<input type="checkbox"/> Appoint minimum number of Officers: 1-2 vice presidents, secretary, treasurer, spiritual advisor. (Appointees are approved by a vote of all members).		<i>President's Handbook, pg 26</i>
<input type="checkbox"/> Ensure all Officers complete "Invitation to Lead" training in their first year.		
<input type="checkbox"/> Direct all Officers to the SVdP USA Handbook and Leadership resources for their roles.		https://members.ssvpusa.org/leadership/
<input type="checkbox"/> Meet regularly with your Officers.		
<input type="checkbox"/> Be aware of Succession Planning guidelines for the President role. Consider holding elections for your successor one year before your term ends; invite that person to shadow you as "President Elect."		svdpgeorgia.org/wp-content/uploads/2023/02/Succession-Planning-Requirements-Preparation-and-Training.pdf

<input type="checkbox"/>	Define other helpful roles in your Conference, such as: -Assistant Treasurer -Fundraising Chair -Marketing / Publicity Chair -Pantry and/or Thrift Store Chair -Voice for the Poor Chair -Special Works Chair -New Member Coordinator / Recruitment Chair	
<input type="checkbox"/>	Delegate effectively in a responsible manner.	<i>President's Handbook, pg 4</i>
Goal #4: Spiritual Encouragement		
<input type="checkbox"/>	Recruit a Spiritual Advisor (clergy or lay).	<i>President's Handbook, pg 3, 28</i>
<input type="checkbox"/>	Include moments for the Spiritual Advisor in regular meetings and all activities.	
<input type="checkbox"/>	Open and close meetings in Prayer.	ssvpusa.org/product/prayer-agenda-cards/
<input type="checkbox"/>	Encourage members to grow in their spirituality by inviting Gospel reflection at meetings. Refer to the Vincentian Spiritual Reflections for weekly readings and discussion questions.	members.ssvpusa.org/formation/formation-resources/vincentian-reflections/
Goal #5: Retaining and Recruiting Members		
<input type="checkbox"/>	Conduct an annual Recruitment drive to identify prospective members.	svdpgeorgia.org/members/recruitment-marketing/recruitment-growth/
<input type="checkbox"/>	Draw up names of potential recruits and arrange for them to be contacted.	<i>President's Handbook, pg 30</i>
<input type="checkbox"/>	Hold a meet-and-greet Social for prospective members, then invite them to your next regularly scheduled meeting.	
<input type="checkbox"/>	Encourage members to bring curious friends or family to any meeting at any time.	
District & Council Responsibilities		
<input type="checkbox"/>	Attend quarterly Conference President meetings for your SVdP Georgia District.	<i>President's Handbook, pg 3</i>
<input type="checkbox"/>	Collaborate with District & Council to identify ongoing training needs for your Conference.	Contact vincentianservices@svdpgeorgia.org
<input type="checkbox"/>	Complete an internal audit, due each year on Sept. 20 to the Council.	Contact shansen@svdpgeorgia.org
<input type="checkbox"/>	Complete an annual report, due each year on Oct. 30 to the Council.	Contact shansen@svdpgeorgia.org
<input type="checkbox"/>	Complete a Standards of Excellence questionnaire each year in conjunction with the annual report.	Contact shansen@svdpgeorgia.org
Need Help?		
<input type="checkbox"/>	Your District President is:	
<input type="checkbox"/>	Your District Vice President is:	
<input type="checkbox"/>	Your District Secretary is:	
<input type="checkbox"/>	Your District Treasurer is:	
<input type="checkbox"/>	Your District Spiritual Advisor is:	
<input type="checkbox"/>	Your Vincentian Services Manager at the Georgia Council is:	