



St. Vincent de Paul
GEORGIA

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

New Secretary Checklist

Getting Started

☐	Commit to at least one 3-year term if asked to serve. Terms begin Oct. 1.	<i>Conference Bylaws pg 11, President's Handbook, pg 3</i>
☐	Attend "Invitation to Lead" within your first year as Secretary.	svdpgeorgia.org/vincentian-university/
☐	Download the <i>Secretary Minutes Book</i> .	https://members.ssvpusa.org/leadership/
☐	Read <i>The Rule</i> and <i>The Manual</i> of the Society.	members.ssvpusa.org/governance/the-rule-the-manual/
☐	Read the Conference Bylaws.	Contact the Council at 678-892-6174 for a copy
☐	Cooperate in the Georgia Strategic Plan (2025-2030).	https://svdpgeorgia.org/strategic-plan/

Training

☐	Attend "Invitation to Lead for Secretaries" in your first year.	https://svdpgeorgia.org/vincentian-university/
☐	Attend "Ozanam Orientation" training if you have not already.	https://svdpgeorgia.org/members/formation/
☐	Signup for VIRTUS Training from the Archdiocese of Atlanta.	https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0
☐	Background Check is completed after VIRTUS training.	
☐	Ensure that every new volunteer attends "Ozanam Orientation," completes a background check, and attends VIRTUS training.	https://svdpgeorgia.org/vincentian-university/
☐	Track and record the training completed by each member.	https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0
☐	Participate in CMS Training.	https://svdpgeorgia.org/vincentian-university/

Secretarial Responsibilities

☐	Attend all meetings of the Conference.	See <i>Secretary Minutes Book</i>
☐	Keep Meeting Minutes. Ensure that all votes are recorded and minutes kept.	See <i>Secretary Minutes Book</i>
☐	Keep Meeting Attendance Record.	See <i>Secretary Minutes Book</i>
☐	Keep a Member Contact Roster up-to-date in CMS.	See <i>Secretary Minutes Book</i>
☐	Maintain the following in the National Member Portal: Conference Officers, Member Roster, Training completed by each member.	See <i>Secretary Minutes Book</i>
☐	Ensure that records of Aggregation, Bylaws, Standards of Excellence, meeting documents, and annual report records are maintained.	See <i>Secretary Minutes Book</i>
☐	Promote Council events for all Vincentians, especially "Spring to Life Annual Assembly," "Quarterly Town Halls," and training.	svdpgeorgia.org/members/events/
☐	Assist in preparing the Conference Annual Report, due each year on Oct. 30 to the Council.	See <i>Secretary Minutes Book</i>
☐	Assist New Vincentian Onboarding if your Conference does not have a New Member Coordinator / Recruitment Chair.	See "New Vincentian Onboarding" section below.
☐	Assist other duties assigned by the Conference President.	See <i>Secretary Minutes Book</i>

Meeting Management

☐	Prepare Meeting Agendas. A good practice is to alert members at least one week ahead of the meeting date and include the prior meeting minutes.	
☐	Download <i>Effective Conference Meetings</i> and be prepared to coach your fellow Conference Officers about orderly and Christ-centered meetings.	https://members.ssvpusa.org/leadership-training/
☐	Download <i>Conflict Resolution</i> and refer your fellow Officers to it if necessary.	https://members.ssvpusa.org/leadership-training/

New Vincentian Onboarding

☐	Review the Mission of SVDP USA.	ssvpusa.org/programs-ways-we-help/
☐	Review the Mission of SVDP Georgia.	svdpgeorgia.org/who-we-are/our-mission/
☐	Review the SVDP Georgia Member website.	svdpgeorgia.org/members/
☐	Sign up for newsletters on SVDP Georgia website. Register new members.	svdpgeorgia.org/members/
☐	Sign up for newsletters on SVDP USA website. Register new members.	ssvpusa.org/

☐	Maintain your ministry webpage at the parish in coordination with parish staff.	
Need Help?		
☐	Your Conference President is:	
☐	Your District Secretary is:	
☐	Your Vincentian Services Manager at the Georgia Council is:	