



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

## New Vice President Checklist

Getting Started		
<input type="checkbox"/>	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>
<input type="checkbox"/>	Attend "Invitation to Lead" within your first year as Vice President.	<a href="http://svdpgeorgia.org/vincentian-university/">svdpgeorgia.org/vincentian-university/</a>
<input type="checkbox"/>	Know the duties and responsibilities of a Conference President. Read the <i>Conference President Handbook</i> to be prepared to act in his/her place.	<a href="http://svdpgeorgia.org/wp-content/uploads/2023/02/Conference-President-Handbook.pdf">See the Conference President's Handbook svdpgeorgia.org/wp-content/uploads/2023/02/Conference-President-Handbook.pdf</a>
<input type="checkbox"/>	Read <i>The Rule</i> and <i>The Manual</i> of the Society.	<a href="http://members.ssvpusa.org/governance/the-rule-the-manual/">members.ssvpusa.org/governance/the-rule-the-manual/</a>
<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"/>	Cooperate in the Georgia Strategic Plan (2025-2030).	<a href="https://svdpgeorgia.org/strategic-plan/">https://svdpgeorgia.org/strategic-plan/</a>
Goal #1: Formation of Members		
<input type="checkbox"/>	Encourage each member to complete the "New Vincentian Checklist."	
<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.	<a href="http://svdpgeorgia.org/members/events/">svdpgeorgia.org/members/events/</a>
<input type="checkbox"/>	Encourage all members to proactively refer people in need and recruit 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"/>	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"/>	Meet regularly with your fellow Officers.	
<input type="checkbox"/>	Be aware of Succession Planning guidelines for the President role.	<a href="http://svdpgeorgia.org/wp-content/uploads/2023/02/Succession-Planning-Requires-Preparation-and-Training.pdf">svdpgeorgia.org/wp-content/uploads/2023/02/Succession-Planning-Requires-Preparation-and-Training.pdf</a>
<input type="checkbox"/>	Review the guidelines for other Conference Officers and be able to advise them accordingly.	<a href="http://members.ssvpusa.org/leadership/">https://members.ssvpusa.org/leadership/</a>
Goal #4: Spiritual Encouragement		
<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.	<a href="http://members.ssvpusa.org/formation/formation-resources/vincentian-reflections/">members.ssvpusa.org/formation/formation-resources/vincentian-reflections/</a>
Goal #5: Retaining and Recruiting Members		
<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"/>	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 when the President cannot.	<i>President's Handbook, pg 3</i>
<input type="checkbox"/>	Attend quarterly Town Halls for all Vincentians or ensure at least one Conference Officer does.	<a href="http://svdpgeorgia.org/members/events/">svdpgeorgia.org/members/events/</a>
<input type="checkbox"/>	Complete an internal audit, due each year on Sept. 20 to the Council.	
<input type="checkbox"/>	Complete an annual report, due each year on Oct. 30 to the Council.	
<input type="checkbox"/>	Complete a Standards of Excellence questionnaire each year in conjunction with the annual report.	

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:

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