CONFERENCE PRESIDENT
SURVIVAL KIT

National Leadership Task Force
Marty Cormack, Kathy Iberle, Bill Soucie
OPENING PRAYER

Jesus Christ, Evangelizer and Servant of the poor, you taught us to serve the least among us just as we would serve You. In Your example of humility, You showed us how to serve and not to be served. Help us to remain humble both in leadership and in service.

We ask that You accept our humble efforts and bless our work. May it serve the needs of Your poor, our own growth in spirit, and the sustained good works of the Society of St. Vincent de Paul. Amen.
AGENDA

• Accountability – What Does That Mean
• Administrative Survival Kit
  • Your Basic Resources
  • Corporate Identity Statement
  • Annual Planning Calendar
  • Ideas for Delegation
• Other resources and further study
• Q&A
WHY ACCOUNTABILITY?

Series of webinars from Leadership Training Task Force:

- Effective Conference Meetings
- Seven Duties of a Conference President
- Five Goals of a Conference President
- Servant Leadership and Our Vocation
- Preparing the Online Annual Report
- Management and Accountability for Conferences
- Governance 101: Beyond the Rule

Offered annually
Recorded versions also available: Leadership Training webpage

Survival Kit for Conference Presidents
VINCENTIAN ACCOUNTABILITY

Handle funds responsibly
Maintain parish’s and public’s trust in the Society
Prevent legal and financial problems
WE ARE ACCOUNTABLE TO...

- Those We Serve – they are our masters
- Donors – we use their financial support
- The Church & Our Parish – we use their name & resources
- Society of St. Vincent de Paul – we use the name and reputation
- U.S. and State Governments – maintain our tax exemption
- Members and General Public – maintain trust & support
**IT’S A LOT OF ACCOUNTABILITY…**

<table>
<thead>
<tr>
<th>National and State Laws</th>
<th>Society of St. Vincent de Paul</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ 501(c)(3) IRS Exemption</td>
<td>✓ Adherence to our Rule</td>
</tr>
<tr>
<td>✓ Donation Receipts with EIN</td>
<td>✓ Aggregation</td>
</tr>
<tr>
<td>✓ IRS Form 990</td>
<td>✓ Annual Report</td>
</tr>
<tr>
<td>✓ 1099s for rent assistance</td>
<td>✓ Members Portal</td>
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<tr>
<td>✓ State Corporate Report</td>
<td>✓ Solidarity Contribution</td>
</tr>
<tr>
<td>✓ Conference Bylaws</td>
<td>✓ Ozanam Orientation Attendance</td>
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**Diocese and Parish**

- ✓ Regular reports to Parish
- ✓ Safe Environment Training

**Conference**

- ✓ Conference Guidelines, Policies and Procedures
- ✓ Insurance Coverage
- ✓ Financial reports to members
DO NOT DESPAIR!

We’re going to

• Show you some ways to navigate the requirements.
• Explain some of the trickier bits, like incorporation.
• Provide some tools to make it easier.
• Point you to resources.

Before adopting any of these, please check with your council first!
• Some councils have council-specific procedures in some areas.
• Some councils provide some accountability services on behalf of their conferences.
SURVIVAL KIT CONTENTS

• Resource List
• Corporate Identity Statement Template
• Annual Calendar Template
• Ideas for Delegation
• A sense of humor
• Prayer!

“Whatever you ask for in prayer with faith, you will receive” Mt 21:22
RESOURCE LIST
RESOURCE LIST

A Conference President should have these basics on hand:

+ Basics for Leadership
  - The Rule
  - The Manual

+ Conference Presidents
  - Conference President’s Handbook
  - Meeting Prayer/Agenda Card
  - Your conference’s Bylaws
    (All About Bylaws)

+ Conference Treasurers
  - Treasurer’s Handbook
  - Conference Audit Manual

+ Conference Secretaries
  - Secretary’s Minute Book

These are on the Leadership Resources page
https://members.ssvpusa.org/leadership
FIND YOUR TOOLS

1. Start at ssvpusa.org

2. Contact Us > Keep in Touch > Members

3. Leadership Resources
   - Committees
   - Governance
   - Growth & Revitalization
   - Information for Members

4. +Vincentian FAQ
   +Leadership Mentoring
   +Starting or Dissolving a Conference
   +Basics for Leadership
   +Basics About Conferences
   +Conference Presidents
   +Conference Secretaries
   +Conference Treasurers
A VIDEO TOUR OF THE WEBSITE

• Go to: https://members.ssvpusa.org
• Scroll down to find:

Navigating the SSVP Members Website
These video tours are intended for spiritual advisors and conference presidents to familiarize them with what resources are available, and where to find them.
CORPORATE IDENTITY STATEMENT
CORPORATE IDENTITY STATEMENT

• A list of the detailed information you need occasionally
  • Your EIN
  • Legal name of Conference
  • Account numbers
  • Etc.

• We call this a ‘Corporate Identity Statement’.

• One-stop shopping for administrative stuff.
IDENTITY WITHIN THE SOCIETY

• First section describes your identity within the Society of St. Vincent de Paul.

Who Are We? within the Society of St. Vincent de Paul

○ Our name in Council Records:
○ Our parent Council:
○ Date of Aggregation:
○ Location of Aggregation document:
LEGAL IDENTITY

• Second section describes your identity under U.S. law.
• This is critical information you need!
• But what does it all mean?

Who Are We? State and U.S. Identity:
  o Our legal name:
  o The EIN/TIN we use:
  o Are we separately incorporated? Yes No
    o If separately incorporated, our state corporation identifier:
      NNNN - State of < >
Internationally, the Society is organized like this:

- Conferences
- District Councils
- (Arch)Diocesan Councils
- U.S. National Council
- Regions

BUT we also have to exist legally within U.S. and state laws.

This legal existence in the U.S. is called your Corporate Structure.
WHAT IS INCORPORATION?

- Incorporation creates a legally recognized entity – a *corporation*.
- This entity or *corporation* has:
  - an official legal name
  - bylaws
  - a mailing address
  - one or more “agents”
- A corporation is *incorporated* under the laws of its home state.
- Must be incorporated to obtain a 501(c)(3) tax exemption ruling.
WHAT DOES A CORPORATION DO?

• A corporation has legal & tax responsibility for itself and for all its subunits.

• Has a federal EIN or TIN (Tax Identification Number)

• A nonprofit corporation with a 501(c)3 exemption:
  • Must file a 990 annually
  • Must file 1099s for rent assistance over a certain amount
  • Must send receipts for donations
  • Surprising number of other “musts”

Who does all this stuff?
WE DO – NOT THE PARISH

Our Conferences and Councils are legally independent of the U.S. Catholic Church.

Two parallel structures

- Diocesan Council
- District Council
- Conference
- Diocese
- Deanery
- Parish

We work closely with our parishes, but...

- The parish is not responsible for our legal and tax obligations.
- The parish does not supply insurance for us.
- The Conference cannot use the parish EIN.

Whose EIN does the Conference use?
IT DEPENDS....

• Responsibilities depend on how you and your Council are incorporated.
• This has been done in a variety of ways.
• The most common method: Council and Conferences are combined into a single corporation.
  • All Conferences use Council’s EIN.
  • Council files one 990 for the whole group.
  • Council directs administration/bookkeeping.
OTHER WAYS TO INCORPORATE

All Conferences are **separately incorporated**
(also referred to as a Stand-alone Legal Entity or SALE)

Hybrid Council:
Some Conferences are **combined**
with Council. Others are **separately incorporated**.
STILL MORE WAYS TO INCORPORATE

All Conferences and District Councils combined into the Diocesan Council

A few Isolated Conferences depend on the National Council for 501(c)(3) exemption.

The Diocesan Council is the Stand-Alone Legal Entity. District Councils are not separately incorporated.

The Conference does not use the parish EIN.
YOUR LEGAL IDENTITY

• Is my Conference separately incorporated? Or combined with my Council?

Who Are We? State and U.S. Identity:
  ○ Our legal name:
  ○ The EIN/TIN we use:
  ○ Are we separately incorporated? Yes No
    ○ If separately incorporated, our state corporation identifier:
      NNNN - State of < >
WHAT IS OUR CORPORATE STATUS?

• Tip: Who files the 990 stating your income?
  • The Council does it → you are combined into the Council’s corporation.
  • The Conference does it → you are separately incorporated.

• If you don’t know
  • Ask your Council president or executive director
  • Look at 501c3 tab for your Conference in the Members Portal (National Database)
  • Note: If no one is filing a 990, or it appears you are using parish EIN, you should contact the following National office:
    • National Director of Governance & Membership Services (314-576-3993, ext. 214).
YOUR LEGAL IDENTITY

• Is my Conference separately incorporated?  
  Or combined with my District Council?

Who Are We? State and U.S. Identity:
  o Our legal name:
  o The EIN/TIN we use:
  o Are we separately incorporated?  Yes  No
    o If separately incorporated, our state corporation identifier:
      NNNNN - State of < >

Circle the correct answer.
RESPONSIBILITIES OF A CONFERENCE

Your responsibilities depend on your incorporation structure.

• Combined Conferences have fewer responsibilities and fewer options on how to do things.

• Separately incorporated Conferences have more responsibilities and more options.
CONFERENCES COMBINED WITH THEIR COUNCIL

The **Council** is responsible for:
- Filing 990
- Filing 1099s
- Donation receipts – though it is often delegated to the Conferences

The **Conferences**:
- Are sub-units of the Corporation
- Have no legal existence independent of their Council
- Share Council EIN - must get permission when using EIN
- Have legal names which include the name of its Council
Each Conference is responsible for:
- Filing its 990
- Sending its 1099s
- Issuing its donation receipts
- Annual renewal of corporate status

You are still part of your District Council!

Each Conference:
- Exists as a stand-alone corporation.
- Has its own EIN and its own 501(c)(3) exemption.
- Has a legal name which does not include the Council name.
OTHER ADMINISTRATIVE INFORMATION

• Mailing Address
• Bank Account Information
• Insurance
• Location of Conference records
• Etc.

Your homework: finish filling out your corporate identity statement
ANNUAL CALENDAR

• Now we know our responsibilities – How can we keep track of all the tasks?

• Most accountability items require action either once a year or (roughly) quarterly.

• A simple one-page calendar makes it much easier to keep track.
• The calendar also makes it easier to plan Conference activities.
SAMPLE CALENDAR

- One page, checklist-style.
- Your calendar will be unique to you!
- Template is in "Conference Presidents" accordion in https://members.ssvpusa.org/leadership/

<table>
<thead>
<tr>
<th>Fiscal Year Calendar for Conference XXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>A calendar of recurring obligations, tasks, and events</td>
</tr>
<tr>
<td>EXAMPLE ONLY</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Month</th>
<th>Tasks</th>
</tr>
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</table>
| October | - Prepare conference annual report  
- Set Conference meeting dates (at least 2/month)  
- Food pantry schedule to Parish Bulletin  
- Regional meeting future date  
- National assembly meeting future date |
| April | - Financial Quarterly Report to pastor  
- Safe Environment training status review  
- Ozanam Sunday  
- Start planning for Friends of the Poor Walk/Run fundraising event (to be held in September) |
| November | - Solidarity contribution to District Council or National Council due  
- Provide the completed conference annual report to District Council and to the pastor |
| May | - Conference Retreat  
- Document retention review  
- May 9 — St. Louise de Marillac Feast Day |
| December | - District Council meeting |
| June | - District Council meeting  
** Conduct conference president election |
| January | - Prepare 1099 and 990 forms for submission to IRS (independent Conferences only)  
- Mail donation confirmation letters to donors  
- Financial Quarterly report to pastor |
| July | - Financial Quarterly Report to pastor  
- Review of policies and procedures |
| February | - February 7th — Blessed Rosalie Rendu Feast Day  
- Form 3-person committee for self-audit (link to website for audit procedure) |
| August | - Organize Invitation to Serve member recruitment program (link to national website)  
- National Assembly meeting date |
| March | - Conduct self-audit  
- District Council meeting  
* Form nominations committee to discern conference president candidates |
| September | - September 9th — Blessed Frederic Ozanam Feast Day  
- September 27th — St. Vincent de Paul Feast Day  
- Friends of the Poor Walk/Run fundraising event  
- District Council meeting |
CREATE YOUR CONFERENCE CALENDAR

1. Start with activities whose dates are set by the IRS or Councils.

2. Add activities whose dates are set by your Conference.
   a. These are the things you do every year.
   b. Special projects, fundraisers, retreats.
   c. Administration specific to your Conference – e.g. insurance payment.

3. Then add annual activities whose dates are flexible.
   a. You can choose the month for each one.
   b. Spread these out over the year.
1) DATES SET BY IRS OR COUNCIL

- Annual report to District Council: October/November
- Solidarity Contribution: November 1
- Year-end donation receipts: January/early February
- Conference president election: recommend completing by June
- District Council meetings
- (optional) Regional meeting or National Assembly
- Ozanam Orientation(s)

If separately incorporated:
- Report 1099 information to IRS: Jan 31
- Submission of form 990: usually Feb (depends on your fiscal year)

Boldface: necessary to maintain legal standing
2) DATES SET BY CONFERENCE HISTORY

- Key fund raiser dates (e.g. Friends of the Poor Walk/Run, Grocery store food drive, Dinner event, etc.)
- Special project dates (e.g., coat drives, back to school drives, etc.)
- Mass together/retreat/recommitment
- Periodic or Quarterly financial report to pastor/parish

If separately incorporated or directed by Council:
- **Insurance due**
- **Renew corporation status with state**

**Boldface: necessary to maintain legal standing**
YOUR CALENDAR

- What items do **you** need?
- What do you **not** need?

### Fiscal Year Calendar for Conference XXX

A calendar of recurring obligations, tasks, and events

**EXAMPLE ONLY**

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□ May 9 – St. Louise de Marillac Feast Day |
| **December** | □ District Council meeting | **June** | □ District Council meeting  
□ **Conduct conference president election** |
| **January** | □ Prepare 1099 and 990 forms for submission to IRS (independent Conferences only)  
□ Mail donation confirmation letters to donors  
□ Financial Quarterly report to pastor | **July** | □ Financial Quarterly Report to pastor  
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| **February** | □ February 7th – Blessed Rosalie Rendu Feast Day  
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□ National Assembly meeting date |
| **March** | □ Conduct self-audit  
□ District Council meeting  
□ *Form nominations committee to discern conference president candidates | **September** | □ September 9th – Blessed Frederic Ozanam Feast Day  
□ September 27th – St. Vincent de Paul Feast Day  
□ Friends of the Poor Walk/Run fundraising event  
□ District Council meeting |

**Try it now**

- Society of St. Vincent de Paul
- NATIONAL COUNCIL OF THE USA
3) DATES WHICH ARE FLEXIBLE

- Review and update your Conference roster in the Members Portal svdpmembers.com
- Review your Safe Environment training & background check status
- Internal self-audit – see “Conference Audit Manual” and “Conference Audit Worksheets”
- Review of Conference policies and procedures (please see the Manual)
- Document/Records retention review (please see the Manual)

If doing all five each year is not reasonable, try doing half this year and the other half next year.
TIPS FOR SUCCESS

• Avoid bunching a lot of activities into a single month.
• Make calendar visible and review regularly.
• Delegate, delegate, delegate!
  • Some activities can be owned by another officer.
    • Annual Report preparation, quarterly reports
  • Some activities may already be owned by a committee chair.
    • Fundraisers, annual projects
  • You might want to appoint a new chairperson or committee for some.
    • Safeguarding procedures / new member admission
    • Policy/procedure review and update
# Ideas for Delegation

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
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<tbody>
<tr>
<td>President</td>
<td>Coordinate overall activities of the Conference.</td>
</tr>
<tr>
<td>Vice-President(s)</td>
<td>Assume duties of President when President is not available. Can also chair a committee or project.</td>
</tr>
<tr>
<td>Secretary</td>
<td>Notify members of meetings, take minutes, and handle correspondence.</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Handle conference finances. Work with Secretary on Annual Report.</td>
</tr>
<tr>
<td>Spiritual Advisor</td>
<td>Prepare and lead prayer, spiritual reading and reflection at each meeting. Plan retreats etc.</td>
</tr>
<tr>
<td>Assistant Secretary</td>
<td>Takes minutes when secretary is unavailable.</td>
</tr>
<tr>
<td>Assistant Spiritual Advisor</td>
<td>Lead reflections when Spiritual Advisor is unavailable. Help plan retreats and celebrations.</td>
</tr>
<tr>
<td>Assistant Treasurer</td>
<td>Assists treasurer with some portion of bookkeeping and making payments. For instance, if you pay utility bills at a kiosk, perhaps a second person could do that.</td>
</tr>
<tr>
<td>Pastoral Council Representative</td>
<td>Represent Conference on the Pastoral Council.</td>
</tr>
<tr>
<td>Youth Liaison</td>
<td>Coordinate parish youth activities in support of the Conference, work with Religious Ed staff.</td>
</tr>
<tr>
<td>Initial Contact with Friends in Need</td>
<td>Take phone calls, get contact info and the nature of the request. This may be a rotating responsibility.</td>
</tr>
<tr>
<td>Home Visit Scheduler</td>
<td>Match up requests with available home visit teams. This may be a rotating responsibility.</td>
</tr>
<tr>
<td>Home Visit Captain</td>
<td>Work with new home visitors, set up training, ensure procedures are up-to-date</td>
</tr>
<tr>
<td>Food Supply Coordinator</td>
<td>Coordinate food gathering to ensure adequate supplies are on hand.</td>
</tr>
<tr>
<td>Food Storage Coordinator</td>
<td>Set up and maintain storage for food in a safe and organized fashion.</td>
</tr>
<tr>
<td>Food Bag/Box Committee Chair</td>
<td>Organize people to pack food for delivery to those in need. If you have a walk-in food bank or food pantry, there will be additional roles.</td>
</tr>
<tr>
<td>Conference Records Coordinator</td>
<td>Maintains records of people helped.</td>
</tr>
</tbody>
</table>

See “Ideas for Delegation” document for more ideas!
DELEGATE, DELEGATE, DELEGATE!

• Ideas for Delegation:

What are you already doing?

What would you like to try?

Circle two things you would like to try.
ADDITIONAL USEFUL RESOURCES

Explore the Leadership Resources webpage - for instance:
• Succession planning under “Basics for Leadership”

Watch a webinar on the Leadership Training webpage.

Check out the Advanced Governance Resources webpage.
• All about bylaws
• IRS/Tax Information
• 501(c)(3) Information
• Annual Report Forms
• Standards of Excellence
• And more!
SURVIVAL KIT REVIEW

Now you’ve packed your:

✓ Resource List
✓ Corporate Identity Statement Template
✓ Annual Calendar Template
✓ Ideas for Delegation
✓ Additional Resources

Don’t forget your:
• Sense of humor
• Prayer!

Find the templates and these slides here: Leadership Resources page in the Conference Presidents accordion.
QUESTIONS?
CLOSING PRAYER

Mary, Mother of God, whose humble obedience brought Christ forth on earth, pray for us, that we may be God’s instruments, serving His poor with humility and gentleness.

**Blessed Mary, pray for us!**

Patroness of the Society of St Vincent de Paul, pray for us, weak Samaritans, that our works may be pleasing to your son, Jesus Christ, whom we seek to serve in the fullness of charity.

**Holy Mary, pray for us!**

Blessed Virgin Mary, who stood at the foot of the cross, pray for all those who are suffering or deprived, that we may seek and find them, that together we may live in the hope of everlasting life.

**Hail Mary, full of grace, the Lord is with thee...**