



NATIONAL COUNCIL OF THE US SOCIETY OF ST. VINCENT DE PAUL

National Council Member (NCM)

Roles and Responsibilities

The National Council Member (NCM) is the president of the highest level Council in an (Arch)diocese, either (Arch)diocesan or District Council.

Annual Calendar

October

- Identify all conference & district presidents whose terms will end next September. Develop transition plans with them for their replacements.
- Provide orientation & training for all new conference & district presidents.

November

- Annual reports from all conferences (& their stores/special works if applicable) complete by 11/30
- Conduct performance evaluation of ED / other staff (if applicable) based on prior year goals and results
- Pay solidarity contribution owed to National

December

- Annual reports from all districts (& their stores/special works if applicable) complete by 12/31

January

- Annual report of diocesan councils (and its stores/special works if applicable) complete by 1/31
- Ensure filing of federal 990 for all Councils, Conferences, Special Works and any related state filings that ensure compliance with state requirements as a non-profit charity

February

- Provide annual report of council's service to the local Bishop. Communicate to all other stakeholders (for example, press release, web site update, parish bulletins, newsletter to Vincentians...)
- Friend of Poor grant applications due end of month (see E-Gazette announcements for specific date)

March

- Provide semi-annual short report to RVP on Council activities (prior to Mid-Year meeting)
- Attend Mid-Year meeting (date varies)

National Council of the United States Society of St. Vincent de Paul

66 Progress Parkway · Maryland Heights MO 63043-3706 · (314) 576-3993 · www.svdpusa.org

April

- Attend Mid-Year meeting (date varies)
- Ensure that elections are held for new conference and council Presidents for Presidents whose term will end on September 30 so that there is time for adequate transition (including attending Mid-Year, Region, and Annual Assemblies)
- Submit calendar year count of Ozanam Orientation workshops held & # of participants

May

- Ensure all registrations & hotels are booked for members/leaders going to Region meeting.

June

- Attend Region meeting (this could also be scheduled for July)
- Identify new leaders to get to the Annual Assembly.

July

- Begin Friends of the Poor Walk planning
- Ensure all registrations & hotels are booked for members going to Annual Assembly.

August

- Begin work on Council budget, solidarity calculations for conferences, and strategic plan action plans (conference Growth & Revitalization, Ozanam Orientations, formator & Spiritual Advisor training, leadership training, systemic change programs, VOP, improved / new services, retreats, etc) for following year
- Provide semi-annual short report to RVP on Council activities (prior to Annual Assembly)
- Attend Annual Assembly

September

- Complete Council budget, conference solidarity amounts, and strategic plan action plans for following year
- Develop & communicate your Council calendar for the following year - - Council meetings, Ozanam Orientations (ideally twice per year in each district), formator / Spiritual Advisor / leader training...
- Friends of the Poor Walk

Ongoing

- Ensure membership and leader information is up to date in Member Database. Support conferences & districts in their formation, development, service, and governance. Ensure funding for Council.