



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

Governance: Council and Board Seminar Users Guide

How is the Seminar Organized?

The Seminar is divided into seven sessions:

Session 1: Vincentian Charism (8:18 minutes)

Session 2: Legal Structure and Documents (11:33 minutes)

Session 3: Governance Policies (17:00 minutes)

Session 4: Board Responsibilities (25:32 minutes)

Session 5: Board Responsibilities (continued) (30:34 minutes)

Session 6: IRS, Audits, and Annual Reports (10:00 minutes)

Session 6a: Board Duties (9:00 minutes)

Why is this seminar of value, and who should participate?

This program is designed for current or potential Conference and Council officers, board and committee members, and for those who understand the obligation all of us have to fulfill our responsibility for ensuring that as a non-profit organization we adopt good governance practices.

What equipment is needed for a group showing of the videos?

You will need a laptop computer, a projector or TV large enough for the room. You will need an internet connection, or you will need to download the videos from Vimeo to your computer in advance. Each of the seven videos has a “download” button. The entire seminar is here:

<https://vimeo.com/showcase/9185786>

Should I view/show this in one sitting or can it be viewed/shown in more than one sitting?

It can be shown or viewed in more than one sitting, but sessions 6 and 6a should be viewed together.

Do I need to view/show it in the order in which the topics are organized?

Yes, each session builds on the prior sessions. View/show them in numerical order.

How long should I allow for discussing the questions after each session?

This will vary depending on the topic covered by the session and the participants’ needs and understanding, but it is suggested that at least 15-20 minutes be allowed.

What is I want a moderator to participate in order to answer questions?

Call the Membership Services staff at the National Council office to arrange for a moderator at 314-576-3993

What handouts will participants need?

The important handouts are:

1. Governance: Council and Board Participant Guide
2. The Rule
3. The Bylaws
4. How to Develop Governance Policies
5. Governance: Council and Board manual

Comments from previous participants in the seminar:

“The governance training allowed our board to get organized. Now the Board members realize the ramifications of not being fiscally responsible and that good governance can be a selling point to our donors.”

Dennis M. Dean, Council President, Lincoln, NA

“The governance training workshop was very valuable. The comprehensive and highly practical session covered a wide range of significant subject areas. The training effectively emphasized the Board’s proper role in governing the Council. As a result, a great board is even better. The program is five stars.”

Joseph Riley, Past Council President, Phoenix, AZ

“Governance training was a comprehensive review of the importance of adhering to good governance practices in every aspect of our Vincentian work.”

Barb Slaven, Midwest Regional Vice President

“The governance workshop was a game changer for our board. The board quickly created a governance committee and within 12 months we had a clear, new governance approach with documented policies.”

David Winslett, Council President, St Louis, MO

“The governance training workshop helps individuals identify their specific roles in the organization, allowing us to collectively work together to support and achieve our overall objectives.”

Steve Zabliski, Executive Director, Phoenix, AZ

Acknowledgements

Barbara Koster Rigg, Producer

Conference President, St. Clare of Montefalco, Grosse Pointe Park, MI

Ron Pagborn, Editor

Catholic Television, Archdiocese of Detroit, MI

Cole Sartore, Videographer

Lincoln, NE

National Governance Committee

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

2015