



# Roles for Members

What are essential roles, and additional best practice roles for members?

## ESSENTIAL ROLES (Governance & Leadership)

- **President**
- **Secretary**
- **Treasurer**
- **Spiritual Advisor**

The above list is considered a minimum requirement for starting and running a conference.

The Spiritual advisor position could be a shared role initially within office bearers.

## Additional roles that are recommended for good conference management

These additional roles can be developed after the essential roles have been fulfilled, and ideally would be part of the Presidents objective to develop a vibrant conference (see *Best Practice – Creating a Vibrant Conference*).

- **Membership coordinator** – ensuring annual recruitment drives, providing induction and training of recruits. Safeguarding.
- **Welfare allocator** (database manager).
- **Foodbank coordinator** – ensuring management of supply and distribution.
- **Event planner** – conference activities, fundraising, social activities for members.
- **Visitation coordinator** – elderly-sick-lonely.
- **Member care** – ensuring our current members and retired members are looked after (pastoral care).
- **Promotion** – marketing, newsletter presence, parish liaison, social media.
- **Volunteer coordinator** – for our helping: shops, logistics, electrical testing.
- **Vinnies Youth support** – supporting and coordinating the Vinnies Youth groups associated with the conference.

This is not an exhaustive list of roles. Other roles may be needed for conferences that are engaged in specialised ministries, e.g. Prison visitation, Hospital visitation, Firewood procurement, Budgeting advice, Advocacy.

## Recruitment is important for the growth of your conference membership

(see *Best Practice – Recruitment*).

For local guidance or more information, contact:

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Or reach out to National SVDP Office:

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