

Conference President Checklist 1/30/15

1. Get with outgoing Conference President for briefing
2. Get with current District President for briefing
3. Meet with your Pastor. Prior to this meeting, review “Relationships” on page 35 of the Conference President book.
4. Name your officers...VP, Secretary, Treasurer, and Spiritual Advisor. You may retain current officers or name your own.
5. Notify Council Office of any officer changes
6. Meet with your officers
7. Establish Conference Officer Training
8. Set Goals--Review page 18 of the Conference President book to set goals for the Conference.
9. Set schedule for Conference Meetings.
10. Review Conference Meeting Essentials on page 32 of the Conference President book to conduct effective meetings.
11. Familiarize yourself with the Conference Activity Report (CAR)
12. Familiarize yourself with importance of your Spiritual Advisor. Review page 28 of the Conference President book.
13. Resource for ANY questions....Steve Rupp at the Council Office 314-881-6018 or stever@svdpstl.org
14. Ensure that the CAR Reports are completed within 30 days after a quarter ends. Forward copies to the District President and the Downtown Office stever@svdpstl.org
15. Ensure that an annual audit is conducted by the Conference. Findings/Results should be forwarded to the District President and the Downtown Office. stever@svdpstl.org
16. Ensure that elections are conducted every three years for the President’s position. A President can run for a second three year term. The President’s Term limits are six years.
17. A Conference Treasurer’s term limits are six years.
18. Consult with the District President if any administrative issues come up.
19. The Record Retention policy for Conferences can be found in the Manual on pages 31 & 32.
20. Familiarize yourself with the Conference Liabilities rules.
21. Establish succession candidates for all Conference Officers.
22. Refer to the National SVDP Website: <http://www.svdpusa.org/members>
23. Required Reading: The Rule, Conference President Handbook, the Manual of the Society.