

**SOCIETY OF SAINT VINCENT DE PAUL**  
**National Council of Canada**

**Number:** FIN-004

**SUBJECT:** **SPECIAL WORKS – NON-INCORPORATED STORES OPERATIONS**

**DATE ADOPTED:** JUNE 14, 2003

**PURPOSE:** The purpose of this policy is to clearly articulate the appointment procedure of the Chairperson of a Store's Committee and that the majority of its members will be members of Conferences or Councils.

**POLICY:** **The Chairperson of the Stores Committee shall be appointed by the President of the Conference/Council operating the Store/s. The majority of members of a Store's Committee shall be members of a Conference or Council.**

**PROCEDURE:** The President of the Conference or Council operating a Store appoints the Chairperson, and the members are chosen from among the Conferences and Councils in the area. The number of committee members is determined by the Store's Committee/Board.

**ACCOUNTABILITY:** The Chair of the Store's Committee to the President of the relevant Conference/Council. The President of a Provincial/ Regional Council is responsible for Stores operations in his/her area. Unresolved issues with regards to the application of this policy, or any other issues related to the operations of a Store, shall be referred to the President of the Provincial/Regional Council. The latter may refer unresolved issues to the President of the National Council for review and decision.

**LOCAL RESPONSIBILITIES:**

To ensure that appropriately reviewed financial statements are provided to the next higher Council annually.

To ensure that proper minutes and records are kept of all meetings

To provide accountability and assist Conferences and Councils to understand their role in supporting the ongoing viability of the stores as Special Works.

To assist the community to understand the role of the stores in their area.

**REFERENCE:** The Rule (rev. 2007), National Policy FIN 003

FIN= FINANCE/STORES\*  
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