

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

**OPERATIONS MANUAL**

**Table of Contents**

**Section 1 Introduction**

- 1.01 Mission and Values Statement
- 1.02 Logo
- 1.03 Organizational Chart

**Section 2 National Council Official Documents (ON FILE IN OTTAWA OFFICE)**

- 2.01 Letter of Institution of the council of Canada dated September 27, 1971
- 2.02 Certificate of Incorporation, 1982, (Canada Corporations Act); Letters Patents.
- 2.03 The National Council of Canada Charitable Registration- CRA.
- 2.04 Society of Saint Vincent de Paul National Council Bylaws

**Section 3 National Council Board of Directors**

- 3.01 Board of Directors Directory
- 3.02 Board Code of Conduct

**Section 4 National Council Board Committees**

- 4.01 Role of Board Committees
- 4.02 Types of Board Committees
- 4.03 **Standing Committees and Terms of References**
  - Executive Committee
  - National Emergency Relief Committee
  - International Emergency Relief Committee (to come)
  - Strategic Planning Committee
  - Rule and Policy Committee
  - Twinning Committee
  - Mediation Committee
  - Spirituality Committee
  - Finance Committee
  - Education Committee
  - Voice of the Poor Committee
  - Youth
- 4.04 **Ad hoc Committees and Terms of References**
  - Nominating Committee
  - Human Resources
  - By Law Review Committee

**Section 5 National Council Staff Job Descriptions (ON FILE IN OTTAWA OFFICE)**

- 5.01 Executive Director
- 5.02 Administrative Assistant - Full time (Ottawa)
- 5.03 Administrative Assistant – Part time (Montreal)

## **Section 6 National Council Policies and Procedures**

### **6.01 Table of Contents**

### **6.02 Administrative (ADM)**

- ADM – 001 New Incorporations and By-Laws
- ADM – 002 Advocacy
- ADM – 003 Dispute Resolutions Among Members of the Society
- ADM – 004 Member Screening
- ADM – 005 Conflict of Interest
- ADM – 006 Communications on behalf of the Society (*to come*)

### **6.03 Financial (FIN)**

- FIN – 001 Fundraising Events- Respect for Boundaries
- FIN – 002 Expenditure of Society Funds and Issues of National Concern
- FIN – 003 Special Works – Stores Operations
- FIN – 004 Special works – Non Incorporated Stores
- FIN – 005 Reimbursement of Expenses – National Council of Canada
- FIN – 006 Annual Contributions to the International Council General
- FIN – 007 Financial Contributions to the National Council of Canada

### **6.04 Twinning (TW)**

- TW – 001 Twinning External – Designated Countries
- TW – 002 Twinning External - Contributions
- TW – 003 Twinning Pre Aggregation

### **6.05 Administrative Procedures (ADMIN PR)**

- ADMIN/PR - 001 Policy Development
- ADMIN/PR - 002 Closing of Conferences/Councils
- ADMIN/PR - 003 Removal of a Member or Officer
- ADMIN/PR - 004 Existing Corporate By Law – Review/Approval Process

## **Section 7 Strategic Planning**

### **7.01 Strategic Planning**

## **Section 8 National Guidelines**

### **8.01 Advocacy Guidelines**

### **8.02 Conflict of Interest Guidelines**

### **8.03 Screening Guidelines**

### **8.04 Twinning Guidelines**

### **8.05 Communications on behalf of the Society**

## **Section 9 Official Forms**

### **9.01 Aggregation Application (Conference)**

### **9.02 Institution Application (Council)**

### **9.03 Annual Report of Activities for National Council (Conference)**

### **9.04 Annual Report of Finances for National Council (Conference)**

### **9.05 Annual Activity Report (Council)**

### **9.06 Annual Financial Report (Council)**

### **9.07 Expense Reimbursement**

### **9.08 Screening - Membership Application**

### **9.09 Screening - Interview Checklist/Reference Check Report**

### **9.10 Screening - Member Service Covenant/Confidentiality Agreement**

### **9.11 Screening - Member role description**

### **9.12 Voting Member Proxy Form**

### **9.13 Twinning Application**

### **9.14 Twinning Annual Report to National Council**

**9.15** Twinning Transmittal External

**9.16** Twinning Transmittal Internal