



## Youth Handbook

### 2. Youth Executive Team

#### 2.1. Roles

- **President/s** - to lead meetings and ensure that someone over the age of **21** is **ALWAYS** present in events.
- **Vice President/s** - to assist the president by leading meetings and keep track of attendance.
- **Secretary** - to record all meetings and send them to the Executive team.
- **Treasurer** - to keep track of monies and be in contact with the Treasurer in the adult conference.
- **Communications** - responsible for monthly newsletter - letting members know where and when events are held for that month and any other fun information members need to know. Responsible for any form of social media the team decides to have.
- **Spiritual Advisor** - may attend all meetings but does not need to. Should be a priest, deacon, religious or Catholic layperson. Responsible for spiritual growth of the members.
- **Youth Advisor** - needed if the president is under the age of **21**. This person could be part of the adult conference. Responsible for ensuring that the team understands their roles and assisting the team if there are any questions with the Society and our Rules.

The entire team is responsible for:

- planning events for their volunteers to do every week or every other week. It is important to have enough events to keep the volunteers coming but not enough to overwhelm them and yourselves. Having one event every week or every other week is ideal.
- Contacting places for the youth to volunteer and coming up with a schedule as to when the team will be volunteering there.
- Recruiting new members by going out and inviting people to join the society through church or schools.
- Keeping tabs of their hours and sign volunteer forms and sign the volunteer certificate at the end of the school year.
- Ensure **ALL** forms are signed
- taking pictures and videos during events and posting them on social media.
- providing snacks at sites - a fed volunteer is a happy volunteer

#### 2.2. Examples of places to volunteer in

Ronald McDonald House - L'Arche - Big Brothers Big Sisters - Retirement Homes – Seniors Homes - Food Banks - Soup Kitchen - SSVP stores

#### 2.3. Interviewing Members of the Executive Team

- What are your expectations?
- Any Personal Goals?
- Can you see yourself in a leadership role in the future?
- Can you name a couple of times that you acted like a Catholic?
- What are the gifts you would like to bring to the team?

#### 2.4. Events to have with the entire team

- Volunteer Day - the purpose is to train the volunteers and to get to know the Executive Team (usually held at the beginning of the school year)
- Volunteer Appreciation Meal - the purpose is to sit down and have a meal with the volunteers, parents, friends and just appreciate all their hard work with the conference and to give them a certificate of all of their volunteer hours that year with you. (Usually held at the end of the school year.)



Youth Handbook

2.5. Example of an agenda for Executive Meetings



**Society of Saint Vincent de Paul**  
**Ontario Regional Council**  
 Executive Meeting  
 Monday, September 10, 2018 7:00 to 8:30 pm  
 Agenda

Opening and Closing Prayer Card

Could be a bible passage, poem, story  
 Basically anything the team could  
 reflect upon before starting the  
 meeting - preferably something  
 involving the poor.

Planned topics  
 to discuss

1. Opening prayer
2. Spiritual reading
3. Minutes of Executive meeting held August 11/12, 2018
  - Motion to accept Minutes
4. Communications
  - Procedures to send communications with database project completed
5. SSVP food bank listing
6. ONRC meeting in Sarnia
  - Registration to date
7. Other Business
8. Next Executive meeting
  - October 15 (since 2<sup>nd</sup> Monday of the month is Thanksgiving weekend)

Any additional topics that the  
 team may want to bring up.

Plan ahead  
 Plan the next meeting so the  
 team is fully aware and  
 prepared.