

Ideas for Delegating Conference Responsibilities

Every active conference member should have his or her own special responsibility. This increases involvement and it spreads the work around. Every conference is unique, so your responsibilities will be unique too. Here's some ideas:

President	Coordinate overall activities of the Conference.
Vice-President(s)	Assume duties of President when President is not available. Can also chair a committee or project.
Secretary	Notify members of meetings, take minutes, and handle correspondence.
Treasurer	Handle conference finances. Work with Secretary on Annual Report.
Spiritual Advisor	Prepare and lead prayer, spiritual reading and reflection at each meeting. Plan retreats etc.
Assistant Secretary	Takes minutes when secretary is unavailable.
Assistant Spiritual Advisor	Lead reflections when Spiritual Advisor is unavailable. Help plan retreats and celebrations.
Assistant Treasurer	Assists treasurer with some portion of bookkeeping and making payments. For instance, if you pay utility bills at a kiosk, perhaps a second person could do that.
Pastoral Council Representative	Represent Conference on the Pastoral Council.
Youth Liaison	Coordinate parish youth activities in support of the Conference, work with Religious Ed staff.
Initial Contact with Friends in Need	Take phone calls, get contact info and the nature of the request. This may be a rotating responsibility.
Home Visit Scheduler	Match up requests with available home visit teams. This may be a rotating responsibility.
Home Visit Captain	Work with new home visitors, set up training, ensure procedures are up-to-date
Food Supply Coordinator	Coordinate food gathering to ensure adequate supplies are on hand.
Food Storage Coordinator	Set up and maintain storage for food in a safe and organized fashion.
Food Bag/Box Committee Chair	Organize people to pack food for delivery to those in need. If you have a walk-in food bank or food pantry, there will be additional roles.
Conference Records Coordinator	Maintains records of people helped.
Members Portal Coordinator	Assist President by updating National membership database and providing members with up-to-date lists of member contact information.
Conference Hospitality Coordinator	Coordinate ministering to Conference members when needed – get-well cards, sympathy cards, assistance for those who are ill.
Recruitment Chair	Organize annual (or more often!) recruiting efforts. Take potential new members out for coffee.
Sunday Bulletin Correspondent	Let the parish know what is going on via regular bulletin announcements.
Reminder Calls	Call every member two or three days before meeting and leave a message.
XXX Project Chair	Chair of a project such as Thanksgiving Baskets, Christmas Gift Tree, Bundle Sunday, Donut Sales, Prison Outreach, etc.
Resource Collector	Keeps referral sheets and resources up-to-date and available for members and those in need.
Voice of the Poor Chair	Keeps track of Council Voice of the Poor activities and brings issues to the Conference for consideration.
Information Liaison	Reads and reports in conference meetings on the e-Gazette, VOP newsletter, etc.