



Recommendations for National Council Guidelines December 1, 2016

Nature of the Vincentian Family in this Country

- Brief history of the beginning of the Vincentians in each country
- Names of branches

Members of National Councils

- Who are the members?
- If the national leaders of the VF are not members, how do they relate to the council?
- What is the relationship between National and the Regional Councils?
- Are there representatives from each region on the National Council?
- Are all the branches of the VF in your country represented on the National Council?

Regional Councils (If the regions of the country require it)

- Coordination in one region of the country
- Is one member from each branch present on the Region Council?

Organization

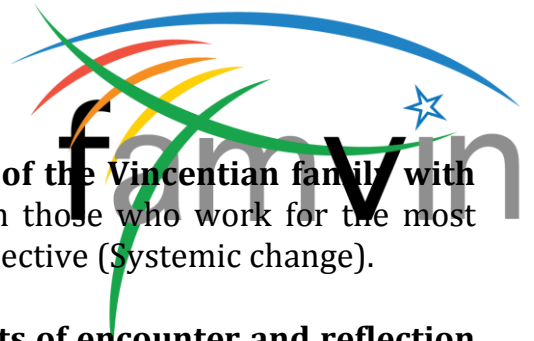
- Structure for both National and Regional Councils Governing Bodies should include:
 - Coordinator
 - Assistant Coordinator
 - Secretary
 - Treasurer
 - Council Members
- *Term limit*
 - Each country should decide on the term of a member, but terms should be no more than three years (renewable once)
 - Member terms should be staggered
- *Responsibility of the Council Members.*
 - Participate in Council meetings
 - Propagate the decisions taken by the Council
 - Promote communication, training, information, and best practices among the members of the Vincentian Family
 - Approve the annual budget
- Convene and organize a national meeting of the Vincentian family in each country at least one time per year.



- Organize and continuously update Council guidelines at the national level
- Organize and maintain a database of the VF in the country
- Encourage collaboration among the branches of the Vincentian Family.
- Respond to the changing reality of poverty in the country.

Job descriptions

- *Coordinator and Assistant Coordinator*
 - Election and Term
 - The Coordinator and Assistant Coordinator may serve for a period of three years. (Renewable once)
 - Function
 - Convene, organize and preside over the meetings of the Council
 - Encourage the relationships among the branches, associations, and congregations of the Vincentian Family
- *Secretary*
 - Draws up the minutes of each meeting and shares them with all members
 - Maintains their respective files
 - Ensures communication on the National and International levels.
 - Prepares an annual report for the VFO which shares the goals, achievements, challenges, and hopes of the National Council.
- *Treasurer/Financial*
 - Assists with the formulation of the Annual budget and provides a written account of expenses
- *Spiritual Advisors: (Advisor Responsibilities)*
 - Maintaining **constant communication** with the National Council of the Vincentian Family and serve as liaison and communion with other branches and groups at the national level.
 - In conjunction with the National Council, promoting and facilitating learning process in all branches and regions of the Vincentian Family, in order to meet the needs of poor.
 - Working with coordinators and presidents to identify new and creative ways to empower the Vincentian Family at national level. Discouragement will transform into hope, the wound in source of life ... it will revitalize our spring from the potential of the Vincentian Charism.



- **Enhancing interactions and mutual enrichment of the Vincentian family with other ecclesial and social groups**, especially with those who work for the most disadvantaged in society and in the Vincentian perspective (Systemic change).
- Facilitating **personal and communitarian moments of encounter and reflection** that ensure the projective and systematic path of the Vincentian Family, in favor of those living in poverty.
- Maintaining continuous education, to deepen the spirituality of the Vincentian family, the documents of the church and the current national and regional topics.
- Encouraging the Vincentian Family and when the time comes, lookout for the transition process of the next counselor.
- Pursuing communication and interaction with other regional advisers and with the International Office of the Vincentian Family.
- Promoting and ensuring effective follow up of the Annual Projection of the Vincentian Family at national level.
- *Liaisons*: each Council should consider naming members to serve as Liaisons with existent Vincentian Family entities, Local Church and Social Movement. For the purposes of:
 - a) Information, formation and sharing service experiences,
 - b) Establishing a point of contact between the VF entity, National Council (or Regional Councils) and National Reality.

Meetings

- *The National Council should meet at least once a year.*