

Probus Club of Clarington

Management Committee Position Descriptions

PRESIDENT

- Serve as the executive head of the Probus Club and preside at all General Meetings of the membership and meetings of the Management Committee
- Develop the Agenda for these meetings with the assistance of the Secretary
- Ensure that all actions of the Management Committee are in accordance with the policies and practices of Probus Centre Canada and the Constitution and By-Laws of this Probus Club
- Review the Standard Constitution for Clubs and the Club's By-laws with the Management Committee whenever they are revised and prior to or at the first Management Committee meeting following the establishment of a new Management Committee
- Provide a copy of the latest By-laws to Probus Canada
- Ensure that the Club By-laws are reviewed every three years or as deemed necessary
- Represent the Club at meetings called by Probus Centre Canada and the Probus Clubs of Canada
- Communicate through meetings, newsletters, email or website all pertinent information received from Probus Canada
- Prepare a President's message for the Club's monthly newsletter
- Be an ex-officio member of all standing committees of the Club
- Act as one (1) of the signing officers for the Club bank account
- Arrange, together with the Treasurer, for an annual review of the accounts by a qualified individual (who may be a member of the Club) which is presented at the Annual General Meeting in April
- Act as official spokesperson of the Club
- The President will vote only to decide a tie vote
- Appoint the Nominations committee
- Appoint two (2) auditors when required
- Maintain an up to date copy of the Club Constitution and By-Laws
- Liaise with other PROBUS Clubs in the same District and email copies of the monthly Newsletter to these Clubs.

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VICE PRESIDENT

- Preside at the General Meetings of the membership and the meetings of the Management Committee in the President's absence
- Assist the President as needed
- Arrange for a suitable venue for the General Meetings and provide support as needed to the Speakers Committee Chair with respect to meeting room arrangements and special presentation aides
- Act as one (1) of the signing officers for the Club bank account
- Assumes the role of the President if the President is unable to fulfil the term of office
- Order Probus Club name badges for new members
- Arrange greeters for all General Meetings, to arrive 30 mins before the start of the meeting

PAST PRESIDENT

- This position is filled by the President who was the officer for the previous term
- Chairs the Nominating Committee consisting of the President and two Past Presidents (if available, otherwise any Club member in good standing can be substituted)
- Present the slate of officers for election to the Management Committee at the General Meeting prior to the Annual General Meeting in April
- Receive any further nominations (with nominees prior consent to stand) and convey names to the Nominating Committee at least 14 days prior to the Annual General Meeting
- At the Annual General Meeting moves the motion to approve the slate of nominees
- Provide guidance and assistance to the President

SECRETARY

- Take minutes at all General Meetings and meetings of the Management Committee
- Maintain a record of all minutes and email copies to all members of the Management Committee
- Maintain a separate record of all motions and decisions made in an archive (binder) for future secretaries and executives
- Maintain a filing system for all correspondence and documents
- Assist the President with preparation of Agendas for General Meetings and meetings of the Management Committee
- Act as one (1) of the signing officers for the Club bank account
- Send get well and sympathy cards to members
- Maintain a binder with documents of significance e.g. photographs, monthly newsletters, newspaper clippings etc

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TREASURER

- Collect and deposit or arrange for deposit of all monies received by the Club (e.g. membership dues, social event monies from members, 50:50 draw)
- Make suitable arrangements for the handling and safekeeping of cash
- Ensure that all bills for goods purchased by or services rendered to the Club are promptly paid
- Act as one (1) of the signing officers for the Club bank account
- Prepare payment cheques, as required, which are signed by any two (2) of the following – Treasurer, President, Vice President or Secretary
- Remit payment to PROBUS Canada Centre – Canada Inc. the annual assessment levied by said organization by December 31st of each year
- Prepare the annual budget for approval by the Management Committee as required
- Arrange for the collection of all annual dues from the members
- Prepare financial statements for presentation at the meetings of the Management Committee
- Provide a brief financial report at each General Meeting
- Arrange, together with the President, for an annual review of the accounts by a qualified individual (who may be a member of the Club) and present a report at the Annual General Meeting in April
- Record all financial transactions in the Book of Accounts based on generally accepted accounting practices
- Arrange transition to the newly appointed Treasurer

MEMBERSHIP CHAIR

- Encourage recruiting of new members as determined by the President and limitation on membership (capping)
- Review and update the Club Membership Application
- Keep the Management Committee informed of the status of new applications for membership
- Maintain and update the membership list
- When a new member is added to the membership list ensure that the updated list is sent to the new member and all members of the Management Committee
- Provide details of new members to the Webmaster, Vice Chair and Communications Chair within 5 days of payment of membership dues
- Inform the Communications Chair of members who do not have an email address
- Liaise with the Webmaster to arrange circulation of the membership list to all members immediately following the Annual General Meeting in April, and at any other time that is deemed necessary by the Management Committee (to include a statement that it is not to be used for commercial purposes)

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SOCIAL COMMITTEE

- Committee should strive for a minimum of 6 members and no more than 8 members excluding the Chair
- Prepare a "tentative" event calendar for the year with discussion at committee level (a minimum of one event per month is preferred)
- Plan and prepare a budget for each event (including expenses for transportation, meals and accommodation where appropriate)
- Report information at the General Meetings
- Provide Signup sheets at the General Meetings
- Arrange for collection of monies payable by members for events at the General Meetings (when applicable)
- Provide information about events expeditiously to the Webmaster and Communications Chair
- Organize a Christmas social event
- Periodically conduct a survey with the Club members in order to understand cross section of interests and/or recommendations
- Assist the incoming Social Committee chair by supplying them with materials used for the various events e.g. theatres, bus companies, useful contact information

WEBMASTER

- Upload page material received **only** from members of the Management Committee or as directed by the Management Committee
- Maintain relevancy of content on the website by keeping it current
- Arrange for distribution by email of the monthly newsletter to the membership, which is provided by the Communications Chair
- Ensure current Newsletter is posted on the website
- Arrange for payment of website fees (domain name and hosting) as approved by the Management Committee
- Liaise with the Membership Chair to arrange circulation of the membership list to all members immediately following the Annual General Meeting in April, and at any other time that is deemed necessary by the Management Committee (to include a statement that it is not to be used for commercial purposes)
- Ensure that copies of the current Constitution and Club By-Laws are posted on the Club website

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COMMUNICATIONS CHAIR

- Prepare a monthly newsletter
- Include material received **only** from members of the Management Committee or as directed by the Management Committee
- Provide the Webmaster with the newsletter for email distribution
- Arrange for new members to receive a copy of the current newsletter within 5 days of payment of membership dues
- Arrange for a hard copy of the Newsletter to be available at the General Meeting for any member without an email address and mail any newsletter that is not picked up
- Send out media advisories
- Post PROBUS events in community calendars
- Responsible for Social Media
- Prepare monthly poster advertising the General Meeting and distribute by email to all members of the Management Committee

SPEAKERS COMMITTEE

- Committee should strive for a minimum of 3 members and no more than 6 members excluding the Chair
- Prepare a "tentative" program schedule for the year
- Arrange for guest speakers to address the Club on a variety of subjects of general interest
- Provide information about speakers expeditiously to the Webmaster and Communications Chair
- Ensure meeting room arrangements are satisfactory with assistance from the Vice Chair
- Determine presentation aids required by the guest speakers and have them ready
- Provide the speaker with refreshments
- Arrange for Club members to introduce and thank guest speakers
- Provide suitable gift/cheque for speakers for an amount that is approved by the Management Committee
- At each General Meeting present details of the speaker for the following month
- Maintain a binder with details of all guest speakers
- Assist the incoming Speaker Chair by arranging suitable speakers for the next 2 months following the Annual General Meeting
- Assist the incoming Speaker Chair by providing them with the binder with details of guest speakers that have been used previously

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INTEREST GROUPS COMMITTEE

- Committee should strive for a minimum of 3 members and no more than 6 members excluding the Chair
- Encourage members to form interest groups and provide guidance on how these groups should operate and the role and responsibilities of the convenor
- Report information at the General Meetings
- Assist convenors with Signup sheets at the General Meetings
- Collect information from the convenors about their group meeting dates
- Provide information about events expeditiously to the Webmaster and Communications Chair
- Approve any content provided by convenors prior to publication on the Website or in the Newsletter
- Periodically conduct a survey with the Club members in order to understand cross section of interests and/or recommendations
- Maintain a binder with the Interest Groups that are both current and prior
- Assist the incoming Interest Groups Committee chair by supplying them with this binder

HOUSE COMMITTEE

- Committee should strive for a minimum of 3 members and no more than 6 members excluding the Chair
- Arrange for refreshments for all General Meetings
- Arrange the Share the Wealth draw at the General Meetings
- Assist the Social Committee with the Christmas social event