

## Probus Club of Whitby Brooklin

# Management Activity Timeline

### September

- Annual General Meeting (AGM)
- Newly elected Management Team chairs the meeting
- Committee Reports and Financial Review
- Signup Sheets for Events. Note: No event should be closed because of numbers. If there is a max set by group, another group should be started so that new members are not excluded. E.g. Book club - Max. 12, because of using people's homes.
- Membership Fees
- Speakers Committee organizes speakers for the year
- Any changes to the constitution and by-laws should be presented at the AGM- Vote necessary to change it

### October

- Sell tickets for Christmas Dinner
- Membership List available by email for members

### November

- Send fees & insurance fees to Probus Canada

### December

- Christmas Dinner/Dance

### April

- Nominating Committee Begins

### May/June-

- Arrange Contract for Venue for coming year-Treasurer & President

## Probus Club of Whitby Brooklin

# Management Activity Timeline

### July/August

- Preparation for AGM - (Changes to Constitution or Bylaws) e.g. Fee change
- Election of New Executive - See Constitution - A motion to accept the nomination committee's recommendations, seconder & vote should be held. Introduction of New Management Team

Any issues that come up should be dealt with by the Management Team. The general membership is only involved if there is a change to the constitution or an election. This makes the executive mainly in charge of running the club so that the general meetings are not for business but purely social. The general meeting consists of reports about the club events & the committees.

\*See the Probus Canada Constitution for details.