

PROBUS Club of Whitby Brooklin Management Team Job Descriptions & Responsibilities

PRESIDENT

- Serve as the executive head of the Probus Club
- Chair General Membership Meetings and Management Team meetings
- Develop the agenda for these meetings
- Ensure that all actions of the Management Team are in accordance with the policies and practices of Probus Centre Canada and the Constitution and By-Laws of this Probus Club
- Represent the Club at meetings called by Probus Centre-Canada, and the Probus clubs of Ontario
- Communicates through meetings, newsletters, email or website, all pertinent information received from Probus Canada
- Prepares a President's message for the 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
- Act as official spokesperson of the Club
- The President will vote only to decide a tie vote
- Appoint the Management Team nomination's committee
- Appoint two (2) auditors when required

VICE PRESIDENT

- Assists President as needed
- Chair the Management Committee and regular Club meetings at the President's request or in the President's absence.
- Act as one (1) of the signing officers for the Club bank account
- Assists with membership-name tags, pins, etc.
- Arranges greeters for the upcoming meeting
- Assists Secretary in sending cards -Sympathy Cards, Get Well Cards - to members who have been hospitalized, are ill or loved ones who have passed away

PAST PRESIDENT

- Past President chairs the Nominating Committee-of three - consisting of past president, current president and a member of the club(usually a past president)
- Presents the list of Management Team nominees to the Annual General Meeting in September and makes a motion to approve the list of nominees. This is followed by a seconder and a vote by the membership. (If more than one nominee is presented for a position, a secret ballot vote must be held).
- Provides guidance and assistance to President

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TREASURER

- Performs all banking transactions and record keeping
- Collect and deposit, or arrange for deposit all monies received by the Club
- 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.
- Prepare financial statements for presentations to the Management Committee at all regular meetings
- Delivers a report at all General Meetings and a detailed printed report at the Annual General Meeting in September
- Ensure that audited annual financial statements are prepared and presented to the membership for approval when requested by the President.
- Record all financial transactions, in the Book of Accounts based on generally accepted accounting practices
- Reconciles payments received with the membership list
- Prepare payment cheques, as required, which are signed by the Treasurer, and any one (1) of the following – President, Vice-President, Assistant Treasurer
- Prepare the annual budget for approval by the Management Committee, as required
- Arrange for the collection of all annual dues by the members
- In the absence of the Treasurer, the Assistant Treasurer may assume some of the duties of the Treasurer
- Pays Probus Canada fees & insurance
- Pays for venue and signs contract with the president
- Prepares cheques for speakers or for gifts as deemed appropriate
- Pays for events organized by the club
- Arranges transition from previous treasurer to current treasurer
- Arranges to have the books reviewed before the Annual General Meeting

HOUSE CHAIR

- Arranges and prepares the coffee/tea, cream, sugar and treats at the monthly General meetings
- Arrange and manage 50/50 draws held at monthly General Meeting

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MEMBERSHIP CHAIR

- Encourage recruiting of new members as determined by the President and limitation on membership (capping)
- Review and update the Club process for membership application
- Inform the Management Team of the status of applications for membership
- (ie waiting list)
- Receive applications for membership
- Receive membership payments (ie new members and renewals) and forward to Treasurer for deposit
- Inform Management Team of new members
- Advise Newsletter Editor of additions/deletions to Newsletter distribution list
- Order name badges for new members
- Organize and maintain membership list to be available to members on request
- Attend monthly General Meetings to answer membership queries and distribute name badges
- Attend monthly Management Meetings to report on membership numbers and related items

SECRETARY

- Keep minutes of all meetings of the Management Team and Membership General meetings. Minutes should be kept brief and be a summary of what was discussed at the meeting, record all motions and decisions made.
- Keeps a record of these minutes in an archive(binder) for future secretaries and executives
- Sends a copy of the minutes to the executive by email each month
- Maintain an up-to-date copy of the Club Constitution and By-Laws
- Maintain a filing system for all correspondence and documents.
- In the absence of the Secretary, the Assistant Secretary or delegate will assume the duties of the Secretary
- Sends cards -Sympathy Cards, Get Well Cards - to members who have been hospitalized, are ill or loved ones who have passed away

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NEWSLETTER CHAIR

- Prepare newsletter. Receives submissions from President, Management Team and all regular contributors and local sources.
- Prepare monthly issue for distribution by email and posting to Website prior to monthly meetings.
- Have copies printed and available at monthly meeting for members not having email
- Review final draft with President as necessary before distribution

WEBMASTER

- Develop and maintain an up to date Club Website
- Core content including:
 - PROBUS Overview including constitution and by-laws
 - Management Team, responsibilities and contact information
 - Calendar of key meetings and events
 - Group Interests, Social Events and Speaker schedules
 - Photo Gallery
 - Repository for club Minutes and History
 - Membership Feedback capability
- Work with Internet and WEB Providers, manage payments with Treasurer

SPEAKER CHAIR

- Prepare a program schedule for the year
- Arranges speakers for General meetings with Speakers Committee
- Provide suitable gift/cheque and thank you card for guest speakers
- Is responsible for hospitality to speaker and delivering fee/gift to speaker
- Informs the treasurer of speaker's name for the check, if required, so it can be prepared before the meeting
- Ensure presentation aids required by the guest speakers are ready
- Arranges introducers and a management team member for closing thanks
- Keep the Newsletter Editor and Webmaster informed of future programs for inclusion in the monthly bulletin and Website updates
- Arrange for "Who am I?" talks by Club members if a club interest
- Assist the incoming Program Committee Chairperson by preparing suitable monthly programs for the next two (2) or three (3) months following the end of the Club year

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INTEREST GROUPS CHAIR

- Facilitates the establishment and promotion of New Interest Groups as suggested by Club Members
- Solicits leaders for Interest Groups
- Helps to resolve issues if group leaders should require assistance
- Provides activity sign-up sheets as needed
- Interest Groups are considered launched once a Leader/Host or an interim leader is appointed. The groups then operate autonomously
- The Interest Group Chair gathers information from the various group leaders in order to maintain a current log of Interest Group Activities
- At monthly club meetings and at Management Team meetings, the Chair provides updates and arranges for Group Leaders to speak as required
- Submits Newsletter input to the Newsletter Chair about Interest Groups that are new and/or requiring a leader to be assigned
- The Interest Group Chair informs Leaders that it is their responsibility to:
 - Determine their groups venue and meeting frequency
 - Establish rules, membership eligibility and group size
 - Be aware that any costs and outlays are the sole responsibility of the Interest Group to manage
 - Send monthly input and updates to the Newsletter Chair for Newsletter publication, copy the Interest Group Chair for awareness
 - Interact with the Social Events Chairperson when activities or events may affect or involve the general Probus membership

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SOCIAL CHAIR

- Prepare a "tentative" event calendar for the year. E.g. Christmas and other annual event plans
- Organizes events during the year- usually one event per month
- Plans should include discussion regarding venue, meal choices and entertainment
- Planning and preparing a budget for each event.
- Budgeting should include expenses for bus/transportation, meals and accommodations (if overnight)
- Printing, selling and collecting monies for tickets.
- Preparing deposits slips for the Treasurer.
- Preparing financial statements once each event is completed
- Periodically conducting a survey with the Club members (may be part of a club general survey) in order to understand cross a section of our member's interests and/or recommendations.
- Keep the Newsletter Editor and Webmaster informed of future events for inclusion in the monthly bulletin and Website so members can plan well in advance
- Organizes Christmas Dinner & Dance
- Organizes & handles the sale of tickets for the Christmas Dinner/Dance
- Provides a final count for booking based on the number of paid tickets by a set deadline
- Provides signup sheets for Social Events
- Collects fees for events at General meetings
- Assist the incoming Social Events Chairperson by supplying them with your list of contact telephone/e-mail, numbers of theatres, bus companies and favourite restaurants etc.