

PROBUS CLUB OF Whitby- Brooklin Management Team Job Description

Revised March 2020

President Job Description

The President serves as the executive head of the Probus club and oversees all club operations.

1. Chairs Management Team meetings by:
 - determining date, time and location of meetings
 - booking meeting venues
 - developing the meeting agenda
 - communicating pertinent information received from Probus Canada
2. Chairs General membership meetings by:
 - determining date, time and location of meetings
 - booking meeting venues
 - developing the meeting agenda
 - working with volunteers and presenters to ensure necessary preparations are completed
 - communicating pertinent information received from Probus Canada
3. Oversees all club operations by:
 - attending meetings, as club representative, called by Probus Canada and Probus clubs of Ontario
 - attending meetings, as club representative, of Durham Region clubs
 - acting as official spokesperson of the club
 - acting as one of the signing officers for the Club bank account
 - acts as an ex-officio member of all standing committees of the club
 - assisting other MT members in resolving club issues
 - ensuring that all actions of the MT are in accordance with the policies and practices of Probus Canada and the Constitution and By-Law of this Probus Club
 - appointing the MT's nominating committee
 - communicating via newsletter, website and meetings, pertinent club information to members (examples are MT nomination process, by-law changes, survey results)
 - arranging regular surveys of membership about satisfaction with club operations
 - ensuring regular reviews of club By-Laws, and arranging for membership comment on changes
 - appointing a suitable person (a Probus member with a financial background) to review the financial records of the club on an annual basis and to present review results to MT and at the Annual General Meeting

Vice president Job Description

The Vice President serves as the executive head in the President's absence or at the President's request.

1. Assists the President by:
 - chairing the Management Team meetings and General membership meetings as requested
 - working on special projects as requested
 - Attending Probus Centre-Canada and Probus Ontario meetings as requested
2. Arranges greeters for monthly membership meetings by:
 - identifying volunteers to be greeters and maintaining list of greeters
 - providing greeters with information about meeting venue and content so they can assist members
3. Acts as one of the signing officers for the Club bank account

Past President Job Description

Past President provides guidance and assistance to the President and chairs the Nominating Committee.

1. Provides guidance and assistance to President by:
 - informing them of past activities and decisions of the club
 - proposing options for consideration
2. Chairs the Nominating Committee by:
 - NOTE: Nominating committee of three – consisting of Past President, current President and a member of the club (usually a past president)
 - identifying possible nominees for Management team
 - presenting list of Management Team nominees to the Annual General Meeting and making a motion to approve 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).

Secretary Job Description

Secretary records and maintains meeting minutes as well as other club documentation.

1. Records meeting minutes by:
 - keeping minutes of all meetings of MT and General Membership Meetings (should be brief and a summary of discussions with all motions and decisions made)
 - emailing draft minutes to MT for review and comments as soon after the meeting as possible
 - making changes from the review and sending out final draft prior to MT meetings
 - presenting minutes at the MT meetings for approval
 - forwarding approved minutes of GMM to Webmaster for posting
2. Maintains minutes and other club documentation by:
 - keeping a chrono list of motions passed by the MT and provides to President on a regular basis and to other MT members periodically as requested
 - keeping a list by category of motions passed by MT and providing to President on a regular basis and to other members of MT periodically as requested
 - keeping an up-to-date copy of the Club constitution and By-laws
 - keeping a filing system for all correspondence and documents to be available for future secretaries and executives
 - filing all approved minutes of MT meetings and General Membership Meetings
3. Arranges for replacement Secretary in case of absence of Secretary by:
 - identifying replacement Secretary
 - ensuring replacement is informed about status and issues about minutes and other documentation

Treasurer Job Description

Treasurer is responsible for controlling and safeguarding all aspects of the club's finances.

1. Reports financial status by:
 - preparing and presenting financial statements for monthly MT meetings; providing copy to Secretary to be attached to minutes
 - preparing and presenting financial report at membership meetings as requested by the President (presents financial highlights twice yearly)
 - ensuring that reviews of annual financial statements are prepared and presented to the membership for approval whenever requested by the President during the year
 - ensuring that books are reviewed before the Annual General Meeting and review report is presented to the membership for approval at the AGM
 - preparing the annual budget forecast for approval by the MT
 - preparing special financial reports as requested e.g. specific social event
2. Records and controls financial transactions by:
 - following generally accepted accounting practices when recording financial transactions
 - entering transactions in the Book of Account
 - making suitable arrangements for the handling and safekeeping of cash
 - ensuring that all bills for goods and services purchased by the club are promptly paid
3. Performs financial transactions by:

- paying for Probus Canada fees and insurance
 - preparing payment cheques, as required, which are signed by the Treasurer, and any one of the following – President, Vice President, Co-Treasurer (examples of payments are for speakers, social events, expense reimbursement)
 - depositing or arranging for deposit all monies received by the club (examples are membership dues, social event fees)
 - reconciling payments and deposits with documentation e.g. membership list, event registration list, payment invoice
 - paying for specific items such as club meeting venue when requested by President
 - performing all banking transactions and record keeping
4. Assists other MT members by:
- providing advice about club financial matters as requested

Membership Chair Job Description

Membership Chair manages the applications and renewals for membership in the club.

1. Manages applications for new membership by:
 - encouraging recruiting of new members as determined by President and limitation on membership (capping)
 - making membership application forms available at meetings and on request
 - proposing changes and modifying membership application forms and process to reflect MT decisions
 - assisting people in completion of the application form
 - receiving cheques for membership and badges and forwarding to Treasurer for deposit
 - ordering name badges and distributing to new members
 - recording new members on membership list
 - sending new members a welcome letter/email
2. Manages renewals of returning members by:
 - receiving cheques for renewal and forwarding to Treasurer for deposit
 - updating membership list including status, contact details etc.
3. Communicates status of membership by:
 - reporting to MT each month the number of members and any issues e.g. capping, waiting list
 - informing members via newsletter and/or presentation at meetings about membership requirements e.g. renewal process and timing, privacy of membership list
 - sending members the updated membership lists on at least an annual basis
 - advising Newsletter Editor of additions/deletions to membership distribution list
4. Manages Guest registrations by:
 - maintaining a Guest Registry at membership meetings
 - ensuring Guests provide the required details for the Registry e.g. sponsoring member's name
 - informing President of names and numbers of Guests so they can be welcomed

Social Events Chair Job Description

Social Events Chair is responsible for ensuring that social events are regularly offered to members throughout the year.

1. Chairs Social Committee by:
 - determining date, time and agenda of committee meetings
 - preparing minutes of meetings
 - recruiting volunteer committee members and providing forms and training
2. Plans and organizes social events by:
 - researching possible events, venues, meals, accommodation and transportation to them
 - contacting Social chairs of other Probus clubs to identify possible events or to identify joint events
 - conducting periodic surveys of the membership to identify possible events
 - determining budgets for the events and event fee; requesting funds from Management Team if subsidization required
 - booking and/or organizing events e.g. Christmas Party, theatre
 - registering members and guests for events and collecting event fees
 - arranging for ticket printing, or decorations, if required
 - identifying an Emcee for an event or acting as the Emcee
 - assisting incoming Social Chair to plan events by supplying them with past event files, forms, contact numbers etc.
3. Informs membership about social events by:
 - preparing article for monthly newsletter
 - presenting event information at monthly membership meetings
 - reporting to Management Team at MT meeting
4. Accounts for finances of social events by:
 - preparing financial statements once each event is completed
 - preparing registration lists and invoices of monies received by event for Treasurer
 - preparing expense claims for monies paid for events for reimbursement by Treasurer
 - ensuring receipts are received for monies paid out as documentation for Treasurer

Speaker Chair Job Description

Speaker Chair arranges speakers for every monthly General meeting of the club.

1. Researches speakers by:
 - attending other clubs' meetings, attending other organizations' meetings etc. to hear and evaluate speakers
 - investigating speakers recommended by sources to confirm suitability
2. Books speakers by:
 - contacting speakers and booking date as well as determining fee
 - informing Treasurer of speaker name and fee to ensure cheque is prepared before meeting
 - identifying any special requirements for speaker presentation e.g. screen, book table and ensuring the aids are ready

- communicating to general meeting venue the seating arrangements required for speakers
 - identifying and contacting backup speakers for no shows
 - introducing and thanking speakers; providing thank you card and cheque or gift
 - providing hospitality to speaker before and after meeting
 - arranging for "Who am I?" talks by club members, if a club is interested
3. Establishes and communicates speaker schedule by:
 - informing Newsletter Editor and Webmaster of speaker schedule and changes for inclusion in newsletter and website updates
 - informing Management Team of upcoming schedule and evaluating speakers after presentations made
 - proposing annual budget for speaker fees to Management Team for approval
 - preparing a schedule of speakers for the year
 - assisting the incoming Speaker Chair by preparing speaker schedule for the first two or three months following the end of the club year

Newsletter Chair Job Description

Newsletter Chair is responsible for publishing Club newsletter and Information Blasts for the members.

1. Designs newsletter by:
 - determining appropriate software to use e.g. Word, Publisher, PDF
 - determining length and layout of pages, as well as order of submissions
2. Informs membership about newsletter requirements by:
 - writing newsletter announcements about timing and format of submissions
 - sending reminder notices to contributors e.g. President, Interest Group Leaders, Social Chair
3. Edits newsletter and Information Blast submissions by contributors by:
 - correcting spelling and grammar and font
 - working with contributor to improve article e.g. condense a lengthy article to fit layout
 - ensuring privacy of information in submission content
 - reviewing submissions with President as necessary before distribution
4. Publishes newsletter and Information Blasts by:
 - incorporating submissions into newsletter software
 - distributing via various channels, both email and paper, prior to monthly meetings
 - providing printed copies at monthly meetings for members without email
 - forwarding newsletter to Webmaster for posting on website
 - checking with Membership Chair regarding changes to membership distribution list

Interest Group Chair Job Description

Interest Group Chair facilitates the establishment and promotion of interest groups in the club and provides overall coordination and support to interest groups.

1. Facilitates the establishment of new interest groups by:
 - soliciting ideas for interest groups from membership or from Interest Group Leaders or obtaining ideas from other clubs
 - providing activity sign-up sheets as needed
 - soliciting for new Group Leaders at general meetings or announcement in newsletter
2. Promotes existing interest groups by:
 - providing updates at General meetings about activities of interest groups
 - arranging for Interest Group Leaders to speak as required
3. Provides overall coordination and support to interest groups by:
 - informing Group Leaders about their responsibilities to determine their group's venue, meeting frequency; establish rules, membership eligibility and group size; be aware that any cost and outlays are sole responsibility of interest group to manage; send monthly input and updates to Newsletter Chair for publication and copy group for awareness; interact with Social Chair when activities or events may affect or involve General Probud membership
 - helping to resolve issues if required with Group Leaders
 - gathering information from Group Leaders in order to maintain a current list of interest groups and activities which is made available to Newsletter chair and at General meetings

Webmaster

- develops and maintains an up to date club website.
- Works with Internet and Web providers.
- Manages service payments with Treasurer and President.
- Web content is decided by MT but may include PROBUS overview including Constitution and By-Laws; Management Team, responsibilities and contact information; calendar of events; interest group, social events and speaker schedules; photo gallery; Annual General Meeting minutes; club history; membership feedback capability; newsletter.

Other Volunteer positions who assist Probud Management Team (no voting rights)

Ticket Sellers- handle Share the Wealth and coffee/cookie sales at monthly meetings and provide tally to the Treasurer as well as Secretary. Provide half portion of Share the Wealth monies to President to give to winner of ticket draw.

Coffee Provider – obtains coffee, tea, cream, sugar for monthly meetings.

Cookie Provider-obtains cookies and occasionally cake or other treats on MT request for monthly meetings. Counts number of members attending GMM and reports number to the Secretary.

A/V technical support– provides support to Speaker Chair and President at monthly meetings by ensuring A/V equipment required is available and working.