

## **PRESIDENT**

### *General Responsibilities:*

- *Preside at all meetings of the Management Team and all General meetings of the club and serve as principal executive officer of the Club charged with overseeing the business and affairs of the Club.*
- *Receive the Club Operations Binder from the outgoing President. Read and familiarize with the important club documents: Club Constitution, By-Laws, and Policies to guide the Management Team in their deliberations.*
- *At the first meeting of the new Management Team provide each new team member with a copy of the Job Description for their position.*
- *Act as the Club contact for communication with PROBUS Canada, other clubs and the public. Deal with all correspondence and maintain a file for reference purposes.*
- *Work with the Management Team to deal proactively with issues affecting the Club.*
- *Act as a signatory for Club cheques as necessary.*
- *Act as the representative of the Club in negotiating and signing any contracts or agreements with other organizations (e.g. meeting venue rental). Ensure meeting venue arrangements & contracts are meeting Club expectations.*
- *Keep the Club's records, e.g. insurance, hall rental lease (should be filed in President's Operations Binder).*
- *Receive annual request from PROBUS Canada for payment of annual insurance premium. Provide request to Treasurer to pay invoice after the membership list for the coming year is finalized in October. Ensure the Insurance Company sends a copy of the certificate of liability insurance to our meeting venue (currently QEPCCC) by early January to ensure continuity of meetings.*
- *Interface with Club Management Committees and Interest Groups when necessary.*
- *Ensure conveners are in place for the Breakfast Club (if applicable), Lunch Group (if applicable) and Sunshine. As the need for new conveners arises, request volunteers from the membership at the meetings and through the monthly newsletter.*
- *Act as custodian of all documents pertinent to the operation of the club. Ensure all documents (Policy Document, By-Laws, Constitution, Job Descriptions, etc.) are updated as changes occur, file in Operations Binder. At end of term, pass binder to incoming president for continuity.*
- *Ensure electronic copies of club documents such as Constitution, By-laws, Policies, Job Descriptions are maintained up to date on a USB to facilitate update and distribution as changes occur. Likewise, ensure a separate copy of these documents is maintained on a separate device for backup/recovery purposes. The administrative work related to this duty may be delegated.*
- *Present updates received from PROBUS Canada for the Standard Constitution for Local PROBUS clubs to the Management Team and adopt the new Constitution as being the current constitution to be followed by the Club.*
- *Review with the Management Team any updates received from PROBUS Canada for the Standard Constitution for Local PROBUS clubs within 90 days of formal issuance to determine any impact such revisions may have on the operations or by-laws of the club. Update club policies and by-laws accordingly.*
- *Review Club By-laws for possible amendment every three years (or sooner if deemed necessary by the Management Team).*
- *Interface with the Vice President to ensure there is a smooth transition at end of term.*

### *Specific Responsibilities:*

- 1) *Organize and Chair monthly Management Team meeting*
  - *Prepare agenda*
  - *Convene meeting*
- 2) *Organize and Chair monthly Membership meeting*
  - *Prepare agenda*
  - *Convene meeting*
  - *Provide and monitor the Suggestion Box; take action as applicable*

## **VICE PRESIDENT**

### *General Responsibilities:*

- *Active member to understudy for the President's position*
- *Expected to assume the President's position the following year*
- *Participate in all Management Committee discussions*
- *Replace the President in his/her absence*
- *Act as a signatory for club cheques*
- *Bring up subjects for consideration to continuously improve the Club*
- *Provide greeters to meet members as they come to the general meeting*
- *Act as initial contact person between Interest Group Conveners and members expressing interest in joining Interest Groups via the Clip Boards*

### *Specific Responsibilities:*

#### *1) Arrange Greeters for monthly meetings*

- *Arrange Greeters for 3-4-month period based on annotated membership list*
- *Maintain list of greeters, dates served, who is available and who is not (i.e., health and work reasons)*
- *Submit names of greeters at monthly meetings for inclusion in Patter*
- *Reminder call or email to Greeters on the Monday prior to meeting. Greeters are required to:*
  - *arrive by 9:15 and pick-up Greeter tag in addition to their own name tag*
  - *stand near the entry door and welcome people*
  - *invite members/guests to have coffee/tea*
- *Find fill-in greeters should problems arise*
- *Thank Greeters*

#### *2) Liaison with QE Park*

- *In advance of Club meetings, book and arrange meeting room setting as required with QE Park and arrange for coffee/tea services.*
- *Forward invoices to the Club Treasurer for payments to QEP*
- *Address any related issues that arise and/or are raised by members with QEP contact person*

#### *3) Interest Group Clip Boards*

- *Maintain custody of the Clip Boards for each Interest Group; organize table for clip boards at the monthly meetings for easy access by members*
- *Monitor activity and notify the Interest Group convener(s) with names and contact info of anyone who has expressed interest*
- *Maintain up to date list of Interest Groups and Conveners, post on Information Bulletin Board at monthly meetings*

## **PAST PRESIDENT**

### *General Responsibilities:*

- *Advise the President on policies and procedures.*
- *Act as signatory for club cheques.*
- *Chair a committee to select Management Team candidates, including Auditor, for the next Club election.*
- *Assist the President in tasks outside the requirements of the Management Team members.*
- *Manage and maintain the Community Bulletin Board.*
- *If the program is reinstated, on behalf of the club, purchase the supply of cookies/timbits/treats for the regular monthly meetings.*

## **TREASURER**

- *Act as the primary contact for matters related to the Club's financial records.*
- *Ensure funds of the Club are deposited in a financial institution approved by the Management Team.*
- *Prepare a yearly financial operating plan; submit to the Management Team for approval. Except in situations where significant uncertainties exist, a provisional forecast should be prepared and updated at appropriate times during the year, all with the Management Team's approval.*
- *Deposit and disperse funds for the Club.*
- *Keep complete and accurate accounts of said funds.*
- *Reconcile bank statements with club financial records on a monthly basis.*
- *Report each month to the Management Team the closing Bank Account balance as calculated by the treasurer and the reconciling items to the bank statement.*
- *Prepare financial statement at end of fiscal year and prepare records to be audited.*
- *Present audited year-end financial statement to the membership at large at the Annual General Meeting. Provide copy to the PATER editor for inclusion in the club newsletter.*
- *Act as signatory for club cheques.*
- *Ensure signature cards and signing agreements are updated at the bank when signing officers change.*
- *Annually, after the membership list is finalized in October for the coming year pay Insurance Premium to PROBUS Canada*

## **PROGRAM CHAIRPERSON**

- *Present the annual budget for 10 speakers (not to exceed \$2,000.00 per fiscal year) to the Management Team for ratification at the AGM.*
- *Procure speakers (referred by Club members, other organizations, email submissions, etc.):*
  - *Determine presentation suitability for Club purposes by phone or email contact.*
  - *If suitable, request brief description of the presentation, mini bio for introduction purposes.*
  - *Ask if there is a fee associated with the talk, the amount and whom payment is made to.*
  - *Advise of 45-minute time frame, including Q and A.*
  - *Advise that the facility is fully equipped with an A/V system, projection screen and cables, all of which are normally compatible with laptops and/or other devices which may be used during the presentation.*
  - *Give directions to the Club facility.*
  - *Ask speaker to be present by 10:30 to allow for preparation for an 11:00 am start.*
  - *Ask speaker to remit an invoice which will be forwarded to the Treasurer for payment.*
  - *If speaker wishes to sell books after the meeting, get cost of the book/s and prepare a table for books to be sold.*
- *Introduce speaker at general meeting.*
- *Monitor the Question period time to ensure that we stay on track both in terms of the topic and the time allocation.*
- *Select a member to thank the speaker, (selection usually done by start of general meeting at 9:45).*
- *Guest speakers are usually arranged 6 months in advance, so follow-up by email or phone call is necessary at least one month prior to ensure that all is in order.*
- *Immediately following the meeting, send a Thank You note to the guest speaker.*
- *Keep a record of all correspondence on file for future reference.*
- *Work with club members to identify members interested in presenting a Members Moment or Mini Bio, schedule accordingly.*
- *Notify PROBUS Patter editor giving details and short resume of speaker and topic as well as Member Moment info, prior to deadline.*
- *Attend monthly Management Team meeting and report on guest speakers and topics and Members Moment/Mini Bio presenters.*

## **MEMBERSHIP CHAIRPERSON(S)**

### *1) Manage and maintain membership lists as follows:*

- *Master List of Members contained on an excel spreadsheet held on a USB by the Membership Chair. The list includes current member names, address, phone number, email address, status of dues, date of enrolment in club. This excel spreadsheet is the official master list of members as well as the official record of annual dues and initiation fees.*
- *Gmail Contact List \* accessed through the club email Gmail account probusclubofnorthoakville@gmail.com. This list is a contact list containing all contact information for current members and is used in conjunction with the Google Groups Mailing List to facilitate mass mailings to the membership at large.*
- *Google Groups Mailing List\* cpcno@googlegroups.com accessed through the club Gmail account probusclubofnorthoakville@gmail.com. This list is a Mailing list and is a sub-group linked to the Gmail Contact List above and is used to facilitate sending mass emails to the Membership at large.*
- *Add new members to each of the three lists; delete non-returning members from each of the three lists and receive changes to member contact information and update all three lists as applicable.*
- *Ensure the three lists: Gmail Contact List, the Excel official Master List of Members and the Google Groups list remain in sync by cross-referencing periodically. Note: the number of members on the Contact List and the Master List should be the same, however the number of members on the Google Groups list will be lower than the other two lists because some members share an email address and the email address will appear only once in the Google Groups list.*
- *Note: \*The membership Chairperson is responsible to handle only the administrative duties related to keeping the member information on these lists up to date. The Webmaster is responsible to handle any technical/IT matters related to operation of the Gmail Contact List and the Google Groups Mailing List.*
- *Ensure a Membership Application is on file for each member/member couple. Cull as required when members leave the club*
- *Distribute a copy of the Master List of Members (excluding the dues columns) twice each year to all members by email in PDF format, and by post to those without email.*

### *2) At monthly club meetings:*

- *Bring and display member name badges.*
- *Welcome first-time guests and prospective new members.*
- *Provide Club information sheet and Membership Application forms to prospective members.*
- *Introduce first time guests during the meeting.*
- *Present PROBUS pins to new members, (once joined and membership fees collected), and ensure that Name Badges have been ordered for them.*
- *Collect name badges at end of each meeting and store until next meeting.*

### *3) Advise Patter Editor monthly of names of new members pinned at meeting, current membership number, number of members present at previous meeting.*

### *4) Receive membership inquiries generated from the club website, other members, and any other referral sources/contacts and provide club information and Membership Application forms as required.*

### *5) Maintain list of people who have expressed an interest in the Club and follow up as appropriate; maintain and manage waiting list.*

### *6) Maintain list of members who expressed an interest in presenting a mini bio/member's moment, serving on the Management Team, or otherwise becoming more actively involved. Share this information with the Program Chair and the MT Nominating Committee as applicable.*

### *7) Collect Annual PROBUS Membership dues from all members as of August 1st, (the beginning of the Club's new year) which involves:*

- *Sending an email to all members in July indicating annual dues are payable August 1st; remind members that according to By-Law Article 8 Membership will be terminated if annual renewal fees are not paid by end of September meeting.*

- *Following up with subsequent email reminder in August.*
  - *Telephone contact with those members who have not responded prior to removing their names from the membership list in September; this step is at the discretion of the Membership Chair.*
  - *Recording fees collected on the Master List of Members (excel) and recapping regularly to Treasurer, along with cheques/ cash for deposit to the Club bank account.*
  - *Collect annual "Mailing Fee" from those members who joined after March 2017 with no email facility. Fee is waived/grandfathered for members who joined prior to March 2017.*
- 8) *Collect payment of Initiation Fees and PROBUS Membership dues from new members as they join the Club and provide cheques/cash to Treasurer along with a recap. Effective March 2017 must also collect an initial "Mailing Fee" if new member does not have email facility and wishes to receive PATTERN or other correspondence by post.*
- 9) *Order and maintain a supply of PROBUS member pins and various badges as required.*
- 10) *Attend monthly Management Team meetings.*

## **ACTIVITIES CHAIRPERSON**

### *Committee:*

- *Create a Committee from the Club Membership (6 – 8 people) to assist with activities*
- *Coordinate the Committee effort to search out activities and discuss at the monthly Committee meeting*
- *Ensure that a monthly schedule of activities (1 – 2 per month) is developed*
- *Ensure there are sign-up sheets for each event*
- *Hold regular planning meetings of the Committee (monthly or as needed)*
- *Ensure that a Committee member and/or the Chairperson attend each event*
- *Maintain a diary of completed/aborted events for historical reference*
- *Forward the accounting records for all completed events to the Treasurer*

### *Reporting:*

- *Prepare and circulate to the Activities Committee an agenda for discussion prior to each committee meeting*
- *Prepare and circulate to the Activities Committee the minutes of the committee meeting prior to the monthly members' meeting*
- *Submit Activities Overview report monthly to membership (including CPCNO Patter author), 48 hours before the Management Team meeting*
- *Attend/give verbal Activities Overview report to Management Team as well as membership on day of General Meeting*
- *Liaise with Treasurer re: payment of upcoming events and/or turning in ticket receipts*
- *Make use of the Activities calendar to minimize doubling up of events such as Nibbles, Garden Clubs, Annual Luncheons, etc.*
- *Prepare, update and set up the events board (on easel stand if available) prior to monthly members' meeting*

## **SOCIAL CHAIRPERSON**

- *Provide overall co-ordination /leadership and be the primary contact for the three designated Social Events: PROBUS Month at the March meeting; Spring Social luncheon or dinner in June; Christmas Luncheon in December.*
- *Identify and book venues as required; identify and hire entertainment, if applicable; negotiate contracts with Management Team approval; prepare and manage budget for each event, sell tickets, liaise with Treasurer re: deposits, payments.*
- *Maintain records of venues, numbers of attendees for future reference.*
- *Attend monthly Management Team meetings and report on event planning.*
- *Report to membership at general meetings.*

## **SECRETARY**

- *Record minutes of Management Team meetings. Minutes should be a summary of meeting discussions, along with a record of all motions and decisions made.*
- *Send copies of recorded minutes to Management Team members prior to the next monthly meeting; send copy of the finalized/approved minutes to President's designate to facilitate timely updates to club policy documents and for retention on the Backup hard drive.*
- *Record minutes of Annual General Meeting.*
- *Act as signatory for cheques on Club bank account.*
- *Maintain a filing system of any correspondence and documents received.*
- *Update Club's information yearly for use in PROBUS Directory and website.*

## **WEBMASTER**

*The Webmaster is a support position providing technical support to the club as follows:*

1) *Maintain the CPCNO website: [combinedprobusclubofnorthoakville.com](http://combinedprobusclubofnorthoakville.com)*

- *Update the information on the website as changes occur*
- *Add as required new sections to the website: e.g. Dinner and Movie, Christmas Luncheon.*
- *Remove as necessary those redundant sections: e.g. Christmas Luncheon after the event has occurred*
- *Arrange the annual payment for the website (March 21 annually)*
- *Arrange for payment for the domain name every 2 years (March 21 on odd years)*

2) *Manage and maintain the club Gmail email account [probusnorthoakville@gmail.com](mailto:probusnorthoakville@gmail.com) , and the [cpcno@googlegroups.com](mailto:cpcno@googlegroups.com):*

- *Assign access rights to Management Team members permitted to access the Gmail and google groups account; this is usually done annually in August/September when the new Management Team assumes their roles. Withdraw access rights for members leaving the Management Team. No one other than current Management Team members is permitted access to these accounts.*
- *Change the password to access the account annually in September with the change in Management Team*
- *Instruct the Management Team on the use and access to the google groups mailing list*
- *Assist Management Team members with sending group messages to the membership at large on an as needs basis*
- *Monitor incoming messages and redirect mail to the appropriate member of the Management Team*
- *Monitor the account regularly to delete spam, phishing, redundant and superseded messages*
- *Handle all technical (IT related) matters related to operation of the Gmail Contact List (access via [probusnorthoakville@gmail.com](mailto:probusnorthoakville@gmail.com)) and the Google Groups Mailing List ([cpcno@googlegroups.com](mailto:cpcno@googlegroups.com)) a sub-group of the Gmail Contact List. Note: The Membership Chair is responsible to handle administrative work related to keeping the member information up to date (adding/deleting members, address changes etc.) on these two lists as well as maintaining the Master Membership List which is on an Excel spreadsheet. The Webmaster does not have responsibility for updating the lists, however must maintain a working knowledge of the operation of the Gmail Contact List and the Google Groups mailing list to provide technical support to the Membership Chair on an as needs basis.*

3) *Assist the Management Team in creation and maintenance of any other sub-groups set up in Gmail such as Management Team, Book Clubs, Easy Riders etc. Review subgroups periodically and close any subgroup no longer relevant.*

4) *The Webmaster is a nonvoting support position on the Management Team. Attendance at Management Team meetings is optional. He/she will attend Management Team meetings on an as needs basis.*