

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