

PROBUS CLUB OF SOUTH LONDON (Combined)
Responsibilities of the PROBUS Management Committee Members
Amended March 21, 2023

Appendix to bylaws as per Bylaw No. 3

President:

1. Serve as Chair of the PROBUS Club and presides over all General Meetings of the membership and Management Committee meetings.
2. Induct new members into the Club.
3. Develop the agenda for all meetings.
4. Ensure that all the actions of the Club members and the Management Committee are in accordance with the practice and policies of PROBUS CANADA and the Constitution and Bylaws of that body.
5. Review the Constitution, Bylaws and Responsibilities of the Management Committee with the newly elected Management Committee members at the first meeting of the Management Committee.
6. Represent the Club at meetings called by PROBUS CANADA and the PROBUS Clubs of Ontario.
7. Be an ex-officio member of all standing committees of the Club.
8. If necessary, act as one of the signing officers for the Club bank account.
9. Act as the official spokesperson.
10. Vote only to decide a tied vote.
11. Present the slate of officers recruited by the nomination committee and run the annual election in September.
12. Maintain all correspondence from PROBUS CANADA.
13. At the AGM the outgoing President presents his/her PROBUS PRESIDENT pin and PRESIDENT BADGE to the incoming President. The incoming President presents a PROBUS PAST PRESIDENT pin and a PAST PRESIDENT BADGE to the outgoing President.
14. Form a nominating committee along with the past president (or other Management Committee member as determined by the Committee) and a Club member-at-large to recruit a slate of officers to stand for election at the September AGM.
15. Provide Membership Convenor with the following which are to be sent to the Membership 4 weeks prior to the AGM.
 - a) A notice of the AGM.
 - b) A notice of Management Committee members elections along with a slate of candidates. The notice shall also include the following "Any further nominations (with consent to stand) shall be conveyed to the Nominating Committee at least 14 days prior to the AGM".

Vice President:

1. Chair the Management Committee and regular Club meetings at the President's request or in the President's absence.

2. Pursue opportunities to learn the role of the President in preparation for assuming this office.
3. If necessary, act as one of the signing officers of the Club bank account.
4. Arrange for greeters or attendance Registrars at the General Meetings.
5. Arrange for guest speakers and their equipment requirements for each general meeting, making sure they are appropriate for our group (non-political, non-secular, willing to speak for 30-45 minutes).
6. Arrange for a member to introduce and thank the speaker and provide an honorarium to the person thanking to give to the speaker.

Past President:

1. Be an active member of the Management Committee for the Year following his/her term of office.
2. Guide the President in his/her new role.
3. Recruit 'Who Am I' and/or 'Slice of Life' speakers.
4. Arrange for lunch following the general meeting.
5. In mid/late fall of each calendar year arrange for the Rental Agreement for the rental of the Club's meeting room.

Events Coordinator:

1. Plan and facilitate activities and events for the members of the Probus club.
2. Review proposals from members for organizing other social events and/or interest groups and assist with the co-ordinating of these.
3. Manage the procurement of supplies and serving of refreshments as required.
4. Receive feedback evaluations from all events and report this information with recommendations to the Management Committee.
5. Monitor the Club's email account southlondonprobus@gmail.com.
6. Set up events on line for registration and send out reminders.
7. Maintain & update the Events and Interest Groups on the Club's website.

Secretary:

1. Keep minutes of all meetings of the Management Committee and email a copy to each Management Committee member.
2. Take minutes at AGM election of Management Committee members and at other General Meetings for revision to the Club's Bylaws.
3. Find a replacement to take minutes if going to be absent from a Management Committee meeting.
4. Update the Probus Club information on the PROBUS CANADA site in the fall.

5. Maintain a binder of Management Committee meeting minutes. Keep a current copy of the Standard Constitution, Bylaws and Responsibilities of the Probus Management Committee Members.
6. Order and maintain an inventory of Probus President pins (1 min/5 max).

Treasurer:

1. Collect and deposit or arrange to have deposited all monies received by the Club.
2. Ensure all bills for purchased goods or services rendered to the Club are promptly paid.
3. Keep records up to date with all financial transactions.
4. Give a financial update to the Management Committee at meetings.
5. Arrange annually with the bank to establish four signing authorities – the treasurer, the president, the vice president and the past president.
6. Prepare checks as required, signed by any two of the official four signing authorities. Oversee payment of routine expenses including meeting room rental, coffee expenses and the speakers' honoraria.
7. Ensure that management team members are paid for out-of-pocket expenses in a timely manner when presented with a Statement of Expense and supporting documents.
8. Arrange for a year end review of financial statements.
9. Complete and submit to PROBUS CANADA the PROBUS CANADA 'Annual Membership Renewal Form' when requested.
10. Prepare a draft budget for the upcoming year and present it to the Management Committee at the August meeting.

Newsletter:

1. Attend and take notes and photos at meetings or arrange for someone to do it for you.
2. Prepare and produce the newsletter on the web (9 issues) for Sept., Oct., Nov., Jan., Feb., Mar., Apr., May and June. Mail a hard copy to members without an email address and email (as an email attachment) to other members in a PDF format. Post the Newsletters on the club's website.
3. Send a copy of the newsletter, in PDF format, as an email attachment, to Ontario District #5 Director.

Membership Convenor:

1. Receive Membership Applications at general meetings or by email.
2. Set up for Registering Members attending the General Meetings.
3. Arrange for a Guest Register, a supply of stick-on name tags and pens/markers and Applications for Membership at General Meetings.
4. Present a Membership report at Management Committee meetings.
5. Present Applications for Membership for review and acceptance at Management Committee meetings.
6. Maintain an up-to-date membership list by club year (name, address, postal code, telephone, email address).

7. Maintain an up-to-date listing of club members birthdays (day/month). Provide the President with a listing of monthly birthdays for General Meetings.
8. Maintain a summary of members added & removed by club year.
9. Maintain the Members/Contacts information on the website.
10. Order name badges and present to members.
11. Prepare a listing of New Members for Welcoming & Induction by the President at General Meetings.
12. Maintain a Potential New Member listing.
13. Maintain and amend, when necessary, the APPLICATION FOR MEMBERSHIP.
14. Setup automatic annual Membership Renewal notices on the Club's website.
15. Monitor the Club's Membership email account sprobus.membership@gmail.com on a regular basis.

Member Assistance/Assistants:

Cheer Designate:

1. Mail cards to suit the situation – get well, sympathy, etc. when informed by a Club member there is a need. Report at the general meeting that a card has been sent and to whom, after first obtaining permission of the member.