

PROBUS CLUB OF DURHAM WEST

PAST PRESIDENT ROLE DESCRIPTION – UPDATED MAY 2023

PAST PRESIDENT – 2023 role description in detail

- The Past-President role is a multi-year role as follows.
 - 1st year – serves as Vice-President
 - 2nd year – serves as President
 - **3rd year – serves as Past President**
- Attends monthly General Meetings and interacts with all club members
- Attends monthly Management Meetings and provides advice to the President and other board members
- Takes on duties as requested by the President or other members of the Management
- Creates a Nominating Committee to assist with canvassing club members to elicit volunteers for available Management positions
- Communicate Management needs to club membership
- Presents the list of Management Committee nominees to the Annual General Meeting
- Chair General or Management meeting in the absence of the President
- Acts as one of the four signing officers for the Club