

## PROBUS CLUB OF DURHAM WEST

### PRESIDENT ROLE DESCRIPTION – UPDATED MAY 2023

#### PRESIDENT – 2023 role description

- The President role is a multi-year role as follows.
  - 1<sup>st</sup> year – serves as Vice-President
  - **2<sup>nd</sup> year – serves as President**
  - 3<sup>rd</sup> year – serves as Past President
- Serve as the executive head of the PROBUS Club of Durham West
- Chair monthly General Meetings and Management Committee Meetings
- Ensure that all actions of the Management Committee are in accordance with the policies and practices of PROBUS CANADA as well as the Constitution and By-Law of this PROBUS Club
- Ensure that someone represents the Club at meetings called by PROBUS CANADA and other PROBUS Clubs in Ontario
- Reply to survey questions asked by PROBUS CANADA.
- Communicate all pertinent information received from PROBUS CANADA to the Newsletter Editor and/or the Secretary.
- Submit a President's message for the monthly newsletter.
- Act as official spokesperson for the Club
- Review By-Laws and Constitution every two years
- Act as one of the four signing officers for the Club
- Ensure that Insurance from PROBUS CANADA is in place by end of year for the following calendar year.
- Ensure that there is a Setup form submitted to the Town of Ajax for monthly meetings.

## **PROBUS CLUB OF DURHAM WEST**

### **VICE-PRESIDENT ROLE DESCRIPTION – UPDATED MAY 2023**

#### **VICE-PRESIDENT - 2023 role description**

- The Vice President role is the first stage in a multi-year role as follows.
  - 1<sup>st</sup> year – serves as Vice-President
  - 2<sup>nd</sup> year – serves as President
  - 3<sup>rd</sup> year – serves as Past President
- Attend monthly Management Meetings to become familiar with the procedures and activities of the club.
- Attend monthly General Membership meetings to greet and orient members.
- Assume the duties of the President when the President is unavailable.
- Assist the President and other Management members with special projects or requests which may arise.
- Act as one of the four signing officers for the Club
- Act as one of the Wild Apricot Full Administrators

## PROBUS CLUB OF DURHAM WEST

### PAST PRESIDENT ROLE DESCRIPTION – UPDATED MAY 2023

#### PAST PRESIDENT – 2023 role description

- The Past-President role is a multi-year role as follows.
  - 1<sup>st</sup> year – serves as Vice-President
  - 2<sup>nd</sup> year – serves as President
  - **3<sup>rd</sup> year – serves as Past President**
- Provide advice and support to the President and other Management members
- Leads or participates in projects as identified by Management
- Chairs the General Meetings if the President or Vice President is unavailable
- Chairs the Management meetings if the President or Vice President is unavailable
- Chairs the Nominating Committee that searches for volunteers willing to serve on the Management Committee
- Presents the list of Management Committee nominees to the Annual General Meeting
- Acts as one of the four signing officers for the Club

## **PROBUS CLUB OF DURHAM WEST**

### **ACTIVITY ROLE DESCRIPTION – UPDATED MAY 2023**

#### **ACTIVITY CHAIR - 2023 role description**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Facilitate the start-up and promotion of new interest groups as suggested by Club members.
- Help to resolve issues if group leaders should require assistance.
- Provide interest group updates at the General Meeting.
- Provide activity sign-up sheets as needed to determine membership participation interest.
- Inform the Newsletter Editor and Webmaster of future events for inclusion in the monthly newsletter

## **PROBUS CLUB OF DURHAM WEST**

### **HOUSE CHAIR ROLE DESCRIPTION – UPDATED MAY 2023**

#### **HOUSE – 2023 role description**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Typically, a two-person duty plus volunteers for front desk and refreshment service.
- Arrange for refreshments (coffee/tea) for the monthly General meetings.
- Ensure that the meeting room is set up as requested to the facility contact.
- Arrange and schedule volunteers to assist with:
  - Manning the front desk for member & guest registration as they arrive for the meeting.
  - Sale of tickets for the Share-the-Wealth draw
- Maintain the Guest book at General meetings for club records.
- Purchase and maintain any supplies needed for General meetings.
- Submit relevant expense reports with receipts to the Treasurer to cover operating costs
- Prepare Deposit Summary for Treasurer from ticket sales for Share-the-Wealth draw.

## **PROBUS CLUB OF DURHAM WEST**

### **MEMBERSHIP CHAIR ROLE DESCRIPTION – UPDATED MAY 2023**

#### **MEMBERSHIP – 2023 role description**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Prepare and maintain a membership list.- updated through WA
- Provide an updated membership list to the Management Team on a regular basis.
- Inform Management Team of new members.
- Order name badges for new members.
- Introduce new members at the General Meeting.
- E-mail new members a PROBUS welcome package
- Follow up with new members by sending the link to the new members survey and providing exported results to relevant Management Team members.
- Advise the Newsletter Editor, Social and Activities Chair of additions/deletions to the contact list.
- Be available at the Membership Table at the General Meeting.
- Submit monthly updates to the Newsletter Editor.

## PROBUS CLUB OF DURHAM WEST

### NEWSLETTER EDITOR ROLE – UPDATED MAY 2023

#### NEWSLETTER EDITOR – 2023 role description

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Prepare a monthly Newsletter from submissions forwarded by those listed under the Newsletter Submitters group in Wild Apricot.
- Monitors the general mailbox [durhamwestprobus@gmail.com](mailto:durhamwestprobus@gmail.com)

## **PROBUS CLUB OF DURHAM WEST**

### **SECRETARY ROLE DESCRIPTION – UPDATED MAY 2023**

#### **SECRETARY – 2023 role description**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Prepare agenda for monthly General Meetings. (no minutes)
- Prepare agenda and minutes for monthly Management Meetings and track status of action items.
- Email the monthly Management Team meeting minutes in a timely manner to the Management Team.
- Maintain files of all official club documents and records on Secretary flash drive and in some cases in printed version kept in club binder for quick access.
- Copy Secretary flash drive unto President's flash drive every 2-3 months as backup.
- Responsible for sending bereavement and get-well cards to members and/or spouses only.



## **PROBUS CLUB OF DURHAM WEST**

### **SOCIAL CHAIR ROLE – UPDATED MAY 2023**

#### **SOCIAL CHAIR – 2023 role description**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Prepare an event calendar for the year
- Arrange a social event once a month
- Recruit volunteers to assist with planning and running social event.
- Plan and prepare a budget for each event
- Request membership input for event ideas
- Announce upcoming events to membership at the monthly General Meetings
- Have sign-up sheets available for each event at the General Meetings
- Inform the Newsletter Editor and Webmaster of future events for inclusion in the monthly newsletter.

## **PROBUS CLUB OF DURHAM WEST**

### **SPEAKER CHAIR ROLE – UPDATED MAY 2023**

#### **SPEAKER CHAIR – 2023 role description**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Organize an interesting speaker program for the general meetings.
- Submit a monthly notice to the Newsletter Editor announcing upcoming speaker and presentation topic.
- Ensure audio equipment and any special requests are available for speakers' presentation.
- Arrange speakers' payment with Treasurer.
- Meet speaker and provide hospitality and assistance with setting up for presentation.
- Introduce speaker at General Meeting.
- Thank speaker after presentation and present cheque.
- Ask speaker to draw the Share the Wealth ticket.

## **PROBUS CLUB OF DURHAM WEST**

### **TREASURER ROLE – UPDATED MAY 2023**

#### **TREASURER - 2023 role description**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Maintain all club financial records.
- Report financial status to monthly General and Management Meetings.
- Arrange for an annual audit of the Club's financial records.
- Ensure all club funds are deposited in the bank accounts in a timely manner.
- Ensure all club expenses are paid in a timely manner.
- Reconcile the Club's bank accounts.
- Act as one of the four signing officers for the Club.
- Ensure signing officers for the Club are up to date.
- Prepare the annual operating budget for approval by the Management Team.

## **PROBUS CLUB OF DURHAM WEST**

### **WEBMASTER ROLE – UPDATED MAY 2023**

#### **WEBMASTER – 2023 role description**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Update account contact information and purchase domain services with DOTEASY. Contracts are typically purchased for a 2-year term.
- Develop and maintain the club website on Wild Apricot.
- Upload and file images
- Update content using monthly newsletters and management meetings as content source.
- Archive historical information such as past speakers and past events.
- Using content from event convenors, using related forms, create Social Events in the Event Module. Enable member event registration feature and publish event costs where appropriate.