

## **Management Committee Job Descriptions** **(Revised October 2021)**

### **PRESIDENT**

Maximum term of office is one year  
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  
Represent the Club at meetings called by PROBUS CANADA and other PROBUS Clubs in Ontario  
Communicate all pertinent information received from PROBUS CANADA  
Submit a Presidents message for the monthly newsletter  
Act as official spokesperson for the Club  
Review By-Law and Constitution every three years  
Act as one of the three signing officers for the Club

### **VICE-PRESIDENT**

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 three signing officers for the Club

### **PAST PRESIDENT**

Term of office is one year; previously club president and Vice President  
Attend management meetings and general meetings monthly  
Provide advice and support to the President and other Management members upon request (e.g. knowledge of items or procedures from past meetings)  
Leads or participates in projects as identified by Management  
Will fill in for club President at General or 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 January General Meeting

### **SECRETARY**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly

Prepare agendas and minutes of each monthly General Meeting and Management Meeting.  
Email copies of the minutes to all Management Committee members for review.  
Maintain files of all official club documents and records including the club membership application forms, membership lists and newsletters.  
Maintain club archives.  
Back up monthly all data to flash drives for security.  
Responsible for sending bereavement and get-well cards.

### **MEMBERSHIP CHAIR**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly  
Prepare and maintain a membership list.  
Provide an updated membership list to the Management Committee on a regular basis.  
Inform Management Committee of new members.  
Order name badges for new members.  
Introduce new members at the General Meeting.  
Present new members with a PROBUS welcome package.  
Advise the Newsletter Editor of additions/deletions to the newsletter contact list.  
Be available at the Membership Table at the General Meeting.  
Submit monthly updates to the Newsletter Editor.

### **TREASURER**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly  
Maintain all club financial records.  
Report financial status to monthly Management Meeting and General 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 General Operating Account and the Social Activity Trust Fund Account.  
Act as one of the three 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 Committee.

### **HOUSE**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly  
Typically, a two-person duty plus volunteers.  
Arrange for refreshments for the monthly General meetings.  
Ensure that the meeting room is set up satisfactory.

Arrange and schedule volunteers to assist with House operations and the 50/50 draws  
Maintain the Guest book at General meetings  
Submit relevant expense reports to the Treasurer to cover operating costs & 50/50 draw results  
Attend the monthly General and Executive meetings

### **SPEAKER CHAIR**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly  
Organize an interesting speaker program for the general meetings  
Submit a monthly notice to the Newsletter Editor announcing upcoming speakers  
Negotiate speakers' fee and presentation requirements e.g. projector, computer, microphone, side table for sale of books etc.  
Arrange speakers' cheque (if any) with Treasurer  
Meet speaker on arrival and provide hospitality and assistance with setting up for presentation  
Introduce speaker using bio provided or gleaned from internet  
Thank speaker after presentation and present cheque  
Ask speaker to draw the 50/50 ticket  
Assist speaker to pack up and ensure equipment belonging to the Ajax Community Centre and the Club is stored safely

### **NEWSLETTER EDITOR**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly  
Prepare the monthly newsletter by requesting submissions from President, Management Committee, all regular newsletter contributors and local sources.  
Review final draft with Management Committee.  
Prepare monthly issues for distribution by e-mail. Mail printed copies to members without email.  
Update the contact list on the email account to reflect name, address, email address, phone numbers, and categories.  
Save and file electronic copies for the Archives.

### **WEBMASTER**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly  
Develop and maintain the club website.  
Core content includes:  
Management Committee contact information.  
Management Committee By-Laws and Job Descriptions.  
Calendar of key meetings and events.  
Newsletters, Social Events, Group Activities, Speakers and Photo Gallery.

Zoom recording of speaker at monthly meetings

## **SOCIAL CHAIR**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly  
Prepare an event calendar for the year  
Arrange a social event once a month  
Plan and prepare a budget for each event  
Request membership input for event ideas  
Describe 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

## **ACTIVITIES CHAIR**

Minimum term of office is one year and maximum term of three years.  
Attend management meetings and general meetings monthly  
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

## **ZOOM COORDINATOR**

Minimum term is one year and does not need to be a member of the executive  
Attend and "Host" General meetings using PROBUS equipment.  
Record segments of meetings as requested; relay recordings to Webmaster.  
Work with Speaker Chair to ensure speakers and other guests have Zoom information necessary for their presentation.  
Mute participants during presentations  
Acknowledge chats and questions from participants and relay to presenter  
Establish and manage "breakout rooms" as requested.