

PROBUS CLUB OF DURHAM WEST

PRESIDENT ROLE DESCRIPTION – UPDATED MAY 2023

PRESIDENT – 2023 role description in detail

The 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
- 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 Presidents 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.

DURING A PANDEMIC

- Regularly review Federal and Provincial guidelines concerning non-essential group meetings.
- Ensure that PROBUS get-togethers both indoors and out, are held in compliance with applicable Federal and Provincial guidelines.
- Be familiar with video conferencing platforms such as Zoom for scheduling and hosting meetings virtually.