

PROBUS CLUB OF DURHAM WEST

VICE-PRESIDENT ROLE DESCRIPTION – UPDATED MAY 2023

VICE-PRESIDENT – 2023 role description in detail

- The Vice President role is the first stage in a multi-year role as follows.
 - **1st year – serves as Vice-President**
 - 2nd year – serves as President
 - 3rd year – serves as Past President
- Attend monthly General Membership meetings to greet and orient members.
- Attend monthly Management Meetings to become familiar with the procedures and activities of the club. Chair the meetings if the President is absent.
- Learn duties of the President through “on the job training” so that the Vice President can assume their role
- Offer leadership and guidance to the Management team in all areas of the club in the absence of the President.
- Act as one of the four signing officers for the club.
- Act as one of the Wild Apricot Full Administrators. Key duties include ensuring that key information is correct including billing account, that account dues are in good standing and that other management member access is updated.
- Assist the President with special projects or requests which may arise. Submit agenda items when requested and speak to the items at the Management meetings.
- At the request of the Treasurer, visit Bank and sign authorization documents.
- Review the PROBUS Club of Durham West Constitution, By-law, Motions, Website.
- Review the PROBUS Canada website.