

PROBUS CLUB OF DURHAM WEST

HOUSE CHAIR ROLE DESCRIPTION – UPDATED MAY 2023

HOUSE CHAIR – 2023 role description in detail

Minimum 1 year term.

Attend monthly General and Management Team meetings.

General duties:

- Establish and maintain good working relationship with Ajax Community Centre.
- Purchase and maintain supplies for GM. (refer to lists shown below under “front desk”)
- Submit club related expense receipts to Treasurer.
- Maintain inventory list of supplies

GENERAL MEETINGS - 2ND Thursday of every month

One month prior to GM

- Contact house volunteers to schedule who will be manning the reception desk & coffee service at the next meeting. Need at least 6 volunteers: (3 for front desk & 3 for coffee) 1 or 2 Greeters

Front desk duties:

- Member registration
- Guest registration
- Share-the-Wealth ticket sales

Refreshments duties: (coffee/tea)

- Coffee/tea will be delivered to kitchen by 9:30 am morning of meeting
- Keep kitchen screen closed - No service of refreshments till break time.
- Prepare set up of cups, cream, milk, sugar, stir sticks and napkins
- Put out “tip” box for donations to go towards cost of refreshments which have gone way up.

Greeters:

- Welcome members and guests as they arrive
- Remind them to register at front desk before entering the meeting room

One week prior to GM

- Remind volunteers by phone or e-mail who are schedule to be on duty at the GM
- Place order for refreshments (coffee/tea) with Ajax Community Centre contact, Ali 1-289-2510 x 225:
 - Estimate of attendance, 150 orders (125 coffees, 25 teas)
 - Small cups, no lids required
 - Provide sugar, milk, cream & stir sticks
 - Request delivery to HMS kitchen for 9:30 am but NOT to be served till break

Monday prior to GM

- Submit room set-up form to Adam McDermott, Ajax Community Centre/HMS room contact.

Day of GM

- Arrive an hour early to HMS room to ensure the room setup is as requested.
- Move sandwich board outside and Bristol board near coffee table
- Set up front-desk table for:
 - Member registration
 - Guest registration
 - Share-the-Wealth ticket sales
 - Provide supplies of:
 - ✓ Pens
 - ✓ Name tags for members who forgot their tags and for guests
 - ✓ sign-in sheets
 - ✓ Share-the-Wealth tickets
 - ✓ change for Share-the-Wealth ticket sales
 - ✓ coin wrappers
 - ✓ envelopes
 - ✓ hand sanitizers & masks
- Ensure coffee delivery arrives on time.
- At the start of the meeting, provide the President with the number in attendance of visitors and guests.
- Share-the-Wealth
 - Before the break have President announce the sale of Share-the-Wealth tickets still available during break.
 - After break have house volunteers tally the amount of Share-the-Wealth ticket sales to be divided between the winner and the Club and give winner amount to President for announcement.

- Complete the Deposit Summary of ticket sales to give to the Treasurer for the Club's record.
- When the Speaker's presentation is finished, the President will announce the amount of the Share-the-Wealth and ask the Speaker to draw the winning ticket.
- A photo of winner will be taken by club photographer to be included in the following month's newsletter.

When General meeting is over:

- Ensure that the premises are left in a tidy manner and that all supplies are appropriately secured in locked storage in kitchen area.
- Return sandwich board and Bristol board to storage area
- The ACC is responsible for sanitizing the meeting room and washrooms prior to and following end of meeting.

Ajax Community Centre contacts:

Facility bookings: Adam McDermott (905) 619-2529 ext. 7264
Facility Co-ordinator: Maria McCarthy (905) 619-2529 ext.7200
ACC contact: Ali, 289-2510 ext. 225 (coffee/tea order)