



PROBUS CLUB OF KINGSWAY-ISLINGTON

MANAGEMENT COMMITTEE JOB DESCRIPTIONS:

PRESIDENT(S) – Purpose: In keeping with the aims and objectives of the Constitution and the by-laws of the Club, prepare agendas and preside over monthly and management meetings, including an annual general meeting. Ensure the club's constitution and bylaws are up to date and that the Management Committee and members are informed of revisions. Consult with Management Committee in the preparation of the agenda. Submit a President's message for inclusion in the Newsletter. Invite officers and other committee member to give reports at meetings. Be one of the three signing officers for all cheques issued by the Treasurer, and issues cheques in an emergency. Participate as a member of the Nominating Committee for the election of new Management Committee members. Organize, with the assistance of other Management Committee members, the annual Christmas and Spring event. Participate in all Management meeting. Maintain confidentiality.

PAST PRESIDENT(S) - Purpose: Advise and assist the President in formulating policy and procedural matters when called upon. Assist other officers when called upon. Chair the Nominating Committee.

FIRST VICE-PRESIDENT(S) - Purpose: As the successor to the current President, substitute for and support that officer as required. Maintain and update the speaker data base and in a timely manner. Schedule speakers, and communicate speaker information and speaker's needs to appropriate management committee and members. Introduce the speaker at each monthly meeting.

SECOND VICE-PRESIDENT(S) - Purpose: As the successor to the current First Vice-President, substitute and support that officer as required. Thank the guest speaker and present the thank you card and cheque. Prepare or arrange preparation of a synopsis of the speaker's talk for the newsletter. (Under current arrangements - these duties will fall to the First Vice-President(s).)

SECRETARY - Purpose: Accurately prepare minutes for all Management Meetings, including a summary of what was discussed at the meeting and document all motions, action items and decisions made. Record motions and the results of the vote at club meetings and include these in the minutes of subsequent Management Committee meetings.

TECHNICAL COORDINATOR – Purpose: Manage all Zoom meetings and maintain the Member website. Maintain an online filing system that includes all correspondence and documents and be responsible for all the club's archival material. Chair the Website Committee and report to the Management Committee and membership as appropriate. Provide technical support for in person meetings at the Lambton Golf and Country Club.

ASSOCIATE WEBMASTER: Prepares monthly updates to the website of the Probus Club of Kingsway-Islington and coordinate with the Technology Coordinator, Newsletter Editor and members providing updates. Participates in the Website Development Committee. Assists with room setup at Probus monthly meetings. Provides backup to the Technology Coordinator for Zoom meetings etc.

TREASURER – Purpose: Responsible for maintaining books of accounts reflecting club revenues, expenses, assets, and liabilities. In addition, keep the signing authorities up to date, maintain the club's investments, be one of two signers of each cheque, arrange to obtain a second signature from a second signing authority, store documents in support of all financial transactions, including cheque stubs, invoices, bank statements and bank reconciliations for 7 years. Prepare monthly financial statements for review by the Management Committee, lead the Management Committee in the preparation of the annual budget, and participate in all Management Committee meetings. The Treasurer will always maintain confidentiality. The term of office for the Treasurer shall be at least three years. A Co-Treasurer will learn all financial processes and procedures and be able to take on the role of Treasurer if needed.

MEMBERSHIP - Purpose: Review and update the application and membership renewal procedures. Make recommenders to the Management Committee as required. Keep the Management Committee and members informed of the status of membership and waiting lists at meetings and via the Newsletter. Prepare and maintain up-to-date membership lists (2) and waiting list from application and membership renewal forms. Distribute membership lists to the Management Committee and members as appropriate. Prepare for and attend, with a committee member, the Membership table at the monthly meetings to greet, present badges, take attendance and process guests in accordance with the Guest Policy. Check mailbox regularly and arrange for rental payment of same on a timely basis.

NEWSLETTER -Purpose: Gather, edit, format and proofread Newsletter and calendar material and distribute to members via e-mail and post in a timely manner. Respond to special requests when all members should be contacted by email. Prepare Annual Report and Management and Club Directories for email to membership.

EVENTS CO-ORDINATOR - Purpose: Reviews all possible event which would include checking out offerings from tour operators, media, individuals' suggestions etc. Event team would have at least three other members each of whom will assume responsibility one or two events. Initiate special member emails through the Newsletter Editor when necessary. Promotional material for monthly meetings would include: (1) full description of the event, cost, transportation etc. (2) signup sheets (3) individual envelopes to hold cheques for each event and (4) arrange for personnel to manage the Events Table. If a tour or other event is "no charge", there will be a charge of \$10.00 to ensure attendance. If there is a free ticket for the organizer, the cost savings will be paid into the treasury.

CLUB CO-ORDINATOR - Purpose: Report club's activities in the newsletter, at the management committee meetings and at the monthly general meeting. Establish new activities for members based on demand.

SOCIAL CO-ORDINATOR - Purpose: Interact on behalf of the club with the venue(s) for monthly meetings and special events. Inform the newsletter editor in a timely fashion of special events information.

MEMBERS AT LARGE - Purpose: Substitute for any committee member unable to temporarily fulfill their/his/her duties, unless covered by an alternate. Provide leadership to address the needs of the club - i.e., updating job descriptions or policies.