	Bastion City Nanaimo **Probus Club**

Management Committee Position Descriptions

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President

Position Description/Responsibilities:

The President (or designate, when required) shall:

1) be a member of the Management Committee.
2) preside at all General Meetings and Management Committee Meetings of the Club.
3) create agendas for Club meetings including the monthly General Meetings, the Annual General Meetings, Management Committee meetings, and Special Meetings.
4) review all minutes of the meetings, and will review the Newsletter prior to release to Club members.
5) review the Bylaws with the Management Committee prior to or at the first Management Committee meeting following the establishment of a new Management Committee.
6) participate as an ex-officio member of the Nominations & Succession Planning Committee and preside (or designate) at meetings of the Nominations & Succession Planning Committee.
7) participate as an ex-officio member of all standing committees of the Club.
8) act as one (1) of the signing officers for the Club bank account.
9) act as official spokesperson for the Club.
10) appoint one (1) auditor when required who shall be a qualified member of the Club who is not a member of the Management Committee.
11) regularly introduce and lead discussion of new ideas at Management Committee Meetings with the objective of improving the Club by making use of members' work and life experience with the intent of optimizing members' enjoyment of their Club activities.
12) receive the annual correspondence from Probus Centre – Canada requesting information about the club's meeting place, day and time of meeting, the number of members, and the names, addresses and telephone numbers of the President and Secretary. The President forwards the paperwork to the Treasurer who will prepare a cheque for the Club's annual dues and submit the forms to Probus Canada when it is ready but no later than December 31st.

13) fulfil any other responsibilities as from time-to-time may be required or requested by the Management Committee or membership.
14) promote succession planning for the Management Committee by providing leadership and mentoring opportunities.
15) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
16) in collaboration with the Vice-President and Membership Chair, conduct Exit Interviews/follow-up email messages as to why members leave the Club. A report of patterns identified (if any) to be provided to the Management Committee.

Term:

The President shall normally serve for a term of one (1) year, but may not serve more than two (2) years.

Past-President

Position Description/Responsibilities:

The Past-President shall:

1) be a member of the Management Committee for the year following his/her term of office.
2) be a member of the Nominations & Succession Planning Committee.
3) chair the Past-President's Committee.

Past-President's Committee

Position Description/Responsibilities:

1) The current Past-President is the chair of this committee.
2) All Past-Presidents of this Club are eligible to be members of this committee.
3) This committee acts as a review board on any matter referred to it by the President.
4) The Chair of this committee shall inform the current Club President of any matter which the committee feels would benefit the Club.

Vice-President

Position Description/Responsibilities:

The Vice-President shall:

1) be a member of the Management Committee.
2) share the functions and responsibilities of the President when requested by the President or when the President is unable to perform them.
3) act as liaison for all meeting rooms, and arrange for bookings for all meeting room requirements.
4) work closely with the Program Chair concerning meeting room requirements and special presentation aids for guest speakers.
5) oversee the Hospitality Sub-Committee.
6) participate in the Nominations & Succession Planning Committee, consistent with By-Law #5.
7) review the Newsletter prior to release to Club members along with the President, Vice-President, Communications Chair, and Activity Chair.
8) act as one (1) of the signing officers for the Club bank account.
9) arrange for the safe storage of all Club owned equipment and paraphernalia.
10) manage the Suggestion Box.

11) fulfil any other responsibilities as from time-to-time may be required or requested by the Management Committee or membership.
12) participate in the Nominations & Succession Planning Committee.
13) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
14) in collaboration with the President and Membership Chair, conduct Exit Interviews/follow-up email messages as to why members leave the Club. A report of patterns identified (if any) to be provided to the Management Committee.

Term:

The Vice-President shall serve a term of one (1) year with possible annual renewal.

Treasurer

Position Description/Responsibilities:

The Treasurer shall:

1) maintain and control all financial records of the Club.
2) deposit all funds of the club, including annual membership dues, in a financial institution approved by the Management Committee.
3) ensure the club has a bank account with a chequing facility and keep control of the cheque book. Two signatories must sign all cheques and there should be at least four signatories available i.e. President, Vice-President, Secretary, Treasurer and Deputy Treasurer.

4) be a member and attend meetings of the Management Committee and submit a detailed monthly report to the Management Committee. As well, the Treasurer shall present a financial statement to each monthly general meeting.
5) present an annual financial report at the first general meeting after the January 31st year-end for approval by the membership.
6) prepare a budget in March each year for preliminary approval by the Management Committee and subsequent membership approval by no later than the April monthly meeting, giving consideration to the Club's financial commitments and existing financial position.
7) in September each year, recommend to the Management Committee the amount of annual membership dues to be charged in the following fiscal year. The Notice of Motion shall be presented to the membership at the October General Meeting.
    a. In addition, and for the benefit of those members not in attendance at the October General Meeting, one month's prior notice of annual membership fee published in the Club Newsletter shall be considered sufficient.
    b. Membership fees shall be approved at the November General Meeting.
8) ensure all accounts are paid.
9) as needed, arrange petty cash for small outings. Members incurring expenditures should submit itemized claims with receipts. The Treasurer shall reimburse such claims by the next General Meeting.
10) coordinate and arrange the monthly membership draw tickets and disbursements.
11) reconcile the Cash Book balance with Bank Statements and follow up on any outstanding cheques.
12) remit to Probus Centre – Canada Inc., the annual assessment levied by Probus Centre – Canada Inc., by December 31st.
13) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
14) In the absence of the Treasurer, or upon request by the Treasurer or President, the Deputy Treasurer shall assume his/her duties.

Term:

The Treasurer shall serve a term of one (1) year with possible annual renewal.

Secretary

Note: Some of the responsibilities of this position are under review.

Position Description/Responsibilities:

The Secretary shall:

1) be responsible for all minutes of meetings of the Club, including the monthly General Meetings, the Annual General Meetings, the Management Committee meetings, and Special Meetings, as required.
2) be responsible for the Club's archival material.
3) be a member of the Management Committee and shall attend monthly Management Committee meetings and monthly General Meetings or arrange for the Deputy Secretary to attend.
4) Prepare minutes of the General Meetings and the Annual General Meeting. Prior to posting on the Club website, distribute to the President for approval the minutes of the General Meetings and the Annual General Meeting.
5) prepare minutes of the Management Committee meetings and other special meetings. Management Committee minutes are distributed to the President for approval and then distributed to the members of the Management Committee. Management Committee minutes are confidential and are not posted on the Club Website.
6) file/maintain copies of the Minutes, Club By-laws, correspondence and any archival material.
7) prepare and/or answer correspondence as required.
8) ensure the By-laws are kept up to date as recommended by the Management Committee.
9) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.

10) In the absence of the Secretary, or upon request by the Secretary or President, the Deputy Secretary shall assume his/her duties.

Term:

The Secretary shall serve a term of one (1) year with possible annual renewal.

Membership Chair

Position Description/Responsibilities:

The Membership Chair shall:

1) be responsible for the membership roll.
2) be a member of the Management Committee and attend monthly Management Committee Meetings and monthly General Meetings or arrange for the Membership Deputy to attend.
3) maintain the membership roll including names, postal & email addresses and telephone numbers.
4) distribute the membership roll to the Communications Chair monthly to reflect any changes, as required. The membership roll includes <u>only</u> the names, postal and email addresses and phone numbers of the members as per Bylaw #4.8.
5) generate a list of the email addresses monthly for the Communications Chair and other members upon request.
6) generate a list of the current month member birthdays for the Communications Chair, Secretary, President and Vice-President.
7) generate a list of new members to be introduced and welcomed at the next General Meeting for the President, Vice-President and Communications Chair.
8) maintain a membership wait list if and when required.
9) as vacancies occur, bring applications forward to the Management Committee for review before admitting new members.

10) email all new members to let them know their application has been received and reviewed, and that they will be introduced and welcomed at the next meeting.
11) ask the new members to report to the Membership Chair upon arrival at the meeting at which time a name badge will be given.
12) liaise with the Communications Chair and provide new members with an information package that includes a copy of the Club's By-laws, a list of Activities, and a copy of the Club Brochure.
13) send new members a "welcome to the club" message that includes a link and password to the Club website, and a copy of the Spotlight Questionnaire. A completed copy of the Spotlight Questionnaire (if completed) will be forwarded to the President prior to the next meeting for use in the introduction and welcome ceremony. A copy will also be sent to the Communications Chair for the Newsletter accompanying the new member's photo.
14) follow-up with an email to new members, six months following new membership, asking for input regarding their experiences and any new ideas they might want to share.
15) send out a reminder email to all Club Members in January about the upcoming deadline for payment of renewal membership fees.
16) order and provide new members with name badges.
17) order and provide name badges for the Vice-President, President, and Past-President, as required.
18) collect fees from new members and renewing members annually, and remit these fees to the Treasurer with a Cash Tally Sheet.
19) prepare and provide reports to the Management Committee and at the monthly General Meetings.
20) generate a list for the President and Vice-President of those members not renewing their membership and/or leaving the Club so that exit Interviews and follow-up email messages can be conducted/sent to determine why members leave the Club.
21) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
22) In the absence of the Membership Chair, or upon request by the Membership Chair or President, the Deputy Membership Chair will assume his/her duties.

Term:

The Membership Chair shall serve a term of one (1) year with possible annual renewal.

Activity Chair

Position Description/Responsibilities:

The Activity Chair shall:

1) facilitate the formation of new and existing activity groups, as required.
2) be a member of the Management Committee.
3) act as the liaison between Activity Leads and the Management Committee.
4) coordinate scheduling of all Club activities including new activities and changes to existing activities.
5) report on activities and call on Activity Leads for a report one week in advance of the monthly General Meetings.
6) along with the President and Vice-President, review the Newsletter prior to release to Club members.
7) act as a resource to Activity Leads.
8) facilitate meetings with Activity Leads as and when required, to share learning, discuss new experiences and foster a feeling of inclusiveness.
9) look at and approve all new activities before they are submitted to the Communications Chair, with a report to the Management Committee for information.
10) once the new membership list has been finalized (in March) and posted on the web, contact Activity Leads with a request to verify members on their respective activity lists.
11) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
12) In the absence of the Activity Chair, or upon request by the Activity Chair or President, the Deputy Activity Chair will assume his/her duties.

Term:

The Activity Chair shall serve a term of one (1) year with possible annual renewal.

Communications Chair

Position Description/Responsibilities:

The Communications Chair shall:

1) produce a monthly Newsletter and arrange for Club communications, as required.
2) be a member of the Management Committee.
3) request content information for each Newsletter from the President and the various Chairs, including the Activity Chair, Special Events Chair, Program Chair, etc. prior to the monthly meeting to allow time for production.
4) forward the draft monthly Club Newsletter for review to the President, Vice-President, and each contributor prior to release to Club members.
5) email Club members the link to the Newsletter one week before the monthly meeting.
6) include a standing item in the Newsletter soliciting questions/ideas from club members through use of suggestion box or by emailing the President.
7) liaise with the Membership Chair and provide a copy of the Bylaws, the Brochure and a list of Activities for the New Member Information Package.
8) distribute information as required.
9) notify the Club Membership of the updated membership roll as required, including only the names, addresses, email and phone numbers (see #4 under Membership Chair).
10) work closely with the Deputy Communications Chair in fulfilling the responsibilities of the Communications Chair position.

11) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
12) In the absence of the Communications Chair, or upon request by the Communications Chair or President, the Deputy Communications Chair shall assume his/her duties.

Term:

The Communications Chair shall serve a term of one (1) year with possible annual renewal.

Special Events Chair

Position Description/Responsibilities:

The Special Events Chair shall:

1) coordinate and oversee a minimum of four (4) Club Events per fiscal year.
2) be a member of the Management Committee.
3) At the March meeting of the Management Committee, the Special Events Chair shall present an event calendar and recommendation(s) re guests, if any, for the four (4) Club Events for the upcoming fiscal year for approval by the Management Committee (see Bylaw #9.3).
4) At the March meeting of the Management Committee, and with financial information from previous years' events, recommend a subsidy for each of the year's events.

5) present a budget for each event to the Management Committee not less than two (2) months before the event and the budget shall include projected costs for venue, food, prizes, fees for guests, entertainment etc.
6) appoint a Chairperson to run each event and the Special Events Chair and the Event Committee Chairperson(s) will jointly recruit volunteers to serve on the committee for each event; they will do this by approaching the membership through the Newsletter, the website and meeting presentations.
7) act as a resource for and oversee each Event Coordinating Committee to ensure the successful delivery of special events to the Club membership. The Special Events Chair shall have the ex-officio right to attend event committee meetings.
8) in conjunction with each Event Committee Chair, oversee the printing and selling of event tickets. The Special Events Chair shall be responsible for the collection of ticket sale monies after Club meetings, and deliver the monies and a tally sheet to the Treasurer.
9) Upon the completion of each event, prepare a detailed financial statement for the event to be given to the Treasurer, and a written report about the process of planning and delivering the event to be given to the Management Committee.
10) periodically conduct a survey of Club members in order to determine member interests and as a means to decide what types of events to deliver.
11) keep the Communications Chair and the Website Chair informed of future events for promotion purposes.
12) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
13) The outgoing Special Events Chair shall assist a new, incoming Chair by providing them with the records of each event including budget figures and final reports. In addition, the Outgoing Special Events Chair shall assist the new Incoming Special Events Chair by preparing an event calendar and draft budget proposal for the March Management Committee meeting (see #3 and #4 above).
14) In the absence of the Special Events Chair, or upon request by the Special Events Chair or President, the Deputy Special Events Chair shall assume the duties of Chair.

Term:

The Special Events Coordinator shall serve a term of one (1) year with possible annual renewal.

Program Chair

Position Description/Responsibilities:

The Program Chair shall:

1) arrange for guest speakers and equipment requirements, and make arrangements to introduce and thank the guest speakers.
2) be a member of the Management Committee.
3) survey members annually or at other intervals as may be determined by the Management Committee, to solicit feedback on the type of topics members would enjoy hearing presented by guest speakers.
4) arrange for engraved Probus Club pens or other gifts for the guest speakers, as determined by the Management Committee, to be given as a token of the Club's appreciation.
5) keep the Communications Chair informed of future speakers for inclusion in the Newsletter.
6) maintain a record of Speakers for historical purposes and for posting on the Club Website.
7) participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
8) In the absence of the Program Chair, or upon request by the Program Chair or President, the Deputy Program Chair will assume his/her duties.

Term:

The Program Chair shall serve a term of one (1) year with possible annual renewal.

Website Chair

Position Description/Responsibilities:

The Website Chair shall:

1. in consultation with the members of the Management Committee, be responsible for maintaining the Club's web site including but not limited to:

   1.1 Monthly Newsletter;
   1.2 Annual and General Meeting Minutes;
   1.3 Timely promotion of Special Events;
   1.4 Management Committee members contact information;
   1.5 Activity Leads and contact information.

2. be a member of the Management Committee.
3. regularly liaise with Activity and Communications Chairs and others as required.
4. be responsible for the currency and accuracy of the web site.
5. participate in a New Members meet and greet scheduled for March and September each year where members of the Management Committee can dialogue about their roles and responsibilities and identify potential leaders within the new membership.
6. In the absence of the Website Chair, or upon request by the Website Chair or President, the Deputy Website Chair shall assume his/her duties.

Term:

The Website Chair shall serve a term of one (1) year with possible annual renewal.

Hospitality Sub-Committee – Greeters/Refreshments/Buddies

Position Description/Responsibilities:

The Chair of this committee shall:

1) arrange for refreshments for all Club General Meetings.
2) create and maintain a roster of members who will act as greeters, meeting members and guests at the entry door.
3) ensure that greeters are present approximately thirty (30) minutes prior to the start of the Club meetings.
4) oversee the “buddy” system and identify a Buddy Coordinator.

Duties of a Probus Buddy Coordinator and Buddies include:

a. One week prior to the monthly meeting, a buddy will be asked if they are available for the upcoming meeting;
b. Buddies are to arrive at the meeting around 9:20 a.m.;
c. Buddies meet the guest and/or new member and greet the individual(s) at the door and ask if they would like someone to sit with them;
d. Buddies explain the meeting agenda;
e. Buddies show the guest and/or New Member the Activity sign-up sheets;
f. Buddies offer to sit with the guest and/or new member during the meeting if they wish;
g. Buddies return any name tags to the guest book;

h. The Buddy Coordinator is the keeper of the lanyards;
i. Buddies continue in their role for the next few meetings, as required.

Sunshine Sub-Committee

Position Description/Responsibilities:

The Chair of the committee shall:

1) encourage Club members to inform him/her, or a member of the Management Committee, of the illness, hospitalization and/or death of a Club member or a member of the Club member's immediate family.
2) inform the President and the Communications Chair as soon as possible of the illness or death of a Club member or a member of the Club member's immediate family.
3) send cards on behalf of the Bastion City Nanaimo Probus Club as follows:
    a. Cards are to be sent to Club members who are in hospital or ill.
    b. Cards are to be sent to Club members when a member of the immediate family has died.
    c. Cards are to be sent to the immediate family in the event of the death of a Club member.

Note: "Immediate family" includes spouse/partner, and children. Exceptions may be made under extraordinary circumstance upon approval of the President.

Deputy(ies)

Position Description/Responsibilities:

1. In the absence of the Secretary, Membership Chair, Activity Chair, Communications Chair, Special Events Chair, Program Chair, Website Chair,

and any other specific Management Committee position with a deputy position, OR upon request by the respective Chair or the President, the Deputy(ies) shall assume his/her respective duties and responsibilities. It is the responsibility of the Management Committee Chair to ensure that their respective deputy(ies) is(are) fully informed.

2. Upon recommendation of the Management Committee, Deputies may be elected for any or all of the Management Committee positions except those of President, Vice-President and Past-President.
3. Deputies may attend Management Committee meetings upon request by the President or upon invitation by the President, and when assuming duties and responsibilities of the respective Management Committee Chair.
4. In the absence of a Management Committee Chair, the Deputy(ies) are eligible to vote on behalf of the Chair following consultation, when possible, with the respective Management Committee Chair.

Nominations & Succession Planning Committee

Position Description/Responsibilities:

1. This Committee reports to the Management Committee in March, September, and December of each year.

2. The Committee consists of the President (ex officio), President-Elect (Vice-President), and two Past-Presidents (if available, otherwise two Club members in good standing).

The Committee shall:

1. participate in a New Member Meet and Greet scheduled by the Buddy Coordinator in March and September of each year where members of the Management Committee can dialogue about their roles and responsibilities, and

identify potential leaders within the new membership.

2. keep regular notes on what New Members identify as their past work experience and interests (liaise with President and Membership Chair).

3. keep regular connection to Probus Canada website to identify what other Clubs are doing related to succession planning.

4. keep a list of who is interested in being nominated in the short or long term. Identify what skills they need and how they can be mentored now or in the future (liaise with President and Membership Chair).

5. In October of each year, identify positions to be filled, and include a short description of the role (as well as mentoring options) in the Newsletter and/or have the outgoing person speak at the General Meeting about their experience in the role.

6. In early November of each year, meet to facilitate the process for election of officers (See Bylaw 5.1)

    - In December, recommend to the Management Committee the proposed slate of candidates for election to the Management Committee.

    - In January, present to the General Meeting the slate of candidates for election to the Management Committee. The election will take place at the Annual General Meeting in February.

7. Any further nominations (with that member's prior consent to let their name stand) shall be conveyed to the Nominating Committee at least 14 days prior to the Annual General Meeting.

8. When an election is required, voting shall be by ballot.