	BASTION CITY NANAIMO PROBUS CLUB	Policy No. 2019-006 APPROVED: June 12, 2019 REVISED: Oct. 10, 2020

TITLE: **OPERATIONS AND MANAGEMENT**

STATEMENT:

The Bastion City Nanaimo Probus Club was chartered in July 13, 2011. The Club is a social club consistent with the constitution of the Probus-Centre Canada which forbids its development into either a service or fundraising Club. The club has established By-Laws that provide a framework for the management of the Club.

The purpose of this policy statement is to guide Management Committee Members, and others delegated to undertake tasks on behalf of the Club, in operating in a consistent and responsible manner.

1. MANAGEMENT

1.1 In general, decisions and commitments, verbally and in writing, made in the name of the Club should be approved by the Management Committee. Decisions required during the interval between Management Committee meetings should be made by the President, Vice-President or delegate, after consultation with appropriate Committee Members, and should be reported back at the next Management Committee.

1.2 Couples should not serve together on the Management Committee.

1.3 The President ideally will have served a minimum of one year on the current or prior Management Committee, preferably, but not necessarily, as Vice-President in the previous year.

2. FINANCIAL MATTERS

2.1 Payment for membership dues, events and trips should be by cheque, if possible, (payable to the Bastion City Nanaimo Probus Club) in order to identify the member and to allocate the payment to the correct account.

2.2 When cash payments are received, a receipt should be issued showing the member's name, the amount and purpose of the payment.

2.3 Disbursement of Club funds requires approval of the Management Committee. Approval may take several forms:

2.3.1 The disbursement has been pre-approved through a budget process.
2.3.2 The disbursement is for payment of a pre-approved event or trip.
2.3.3 Disbursements for operating expenses require invoices that are approved at a Management Committee meeting.

2.4 Club signing officers should not sign cheques that are reimbursing themselves for expenses incurred on behalf of the Club.

2.5 Investment of Club surplus funds requires the approval of the Management Committee.

3. SPEAKERS

3.1 Normally, no fees will be paid to speakers for presentations to the General Meetings of the Club. Consideration will be given, where needed, for the payment of speakers' expenses. In selecting a speaker, consideration should be given to ensuring that the content of the speaker's presentations will be non-commercial and non-partisan politically.

4. EVENTS AND OUTINGS

4.1 The organization of events and outings can sometimes be quite complex, involving relationships with contractors to provide transportation, accommodation, meals, etc. It can involve handling large sums of money, running into the thousands of dollars for some more ambitious projects. It is important that a careful record is kept of commitments made, deposits paid by the club and payments made by Members. A policy statement in relation to trips, etc. is attached as Schedule A.

Schedule A – Event Planning, Trips, and Activities
Schedule B – Event Planning and Evaluation Form
Schedule C – Activities