

PROBUS Club of Bradford West Gwillimbury

EXECUTIVE TEAM POSTIONS and RESPONSIBILITES Revised February 2023

1. Each member of the Executive Team shall have a copy of the Executive Positions and Responsibilities.
2. Each Executive Team Representative/Committee shall maintain a binder for their respective position that contains the responsibilities of the positions and a record of the work that has been done.
3. The binder shall be passed on to new Executive Team Members when a change in position occurs.
4. Each Executive Team Representative/Committee shall review their job descriptions annually.

PRESIDENT

1. Serve as the executive head of the PROBUS club and preside at all General Meetings of the membership and Executive Team.
2. Develop the agenda for these meetings.
3. Provide information for the slide show presentation for the General Meeting.
4. Ensure that all actions of the Executive Team are in accordance with the policies and procedures of PROBUS Canada and the Constitution and By-Laws of this PROBUS Club.
5. Represent the Club at meetings called by PROBUS Canada and the PROBUS clubs of Ontario or select a representative to attend in their place.
6. Be an ex-officio member of all standing committees of the Club.
7. Act as one of the signing officers for the Club bank account.
8. Act as official spokesperson of the Club.
9. The President will vote only to decide a tie vote.
10. Appoint the Nomination Committee when required.
11. Appoint and auditor when required , with discussion with Treasurer.
12. Regularly check the Club Hotmail account for new correspondence.
13. Maintain a filing system for all correspondence and documents.

VICE-PRESIDENT

1. Chair the Executive Team Meeting and General Meeting at the President's request or in the President's absence.
2. Pursue opportunities to learn the role of the President in preparation for assuming that office.
3. Act as one of the signing officers for the Club bank account.

4. Regularly check the Club Hotmail account for new correspondence.

PAST – PRESIDENT

1. The Chairperson of this committee is the current Club Past-President.
2. All Past-Presidents of this Club are members of this committee.
3. This committee is to act as review board on any matter referred to it by the President.
4. The Chairperson of this committee should inform the current Club President of any matter, which the committee feels would benefit the Club.
5. Provide guidance and assistance to President and Executive Team as required or requested.
6. Represent our Club at regional meetings as required or requested.
7. Swear in the new President at the annual meeting.

SECRETARY

1. Ensure that the Club Insurance payment request is passed on to the Treasurer.
2. Take the minutes of the Executive Team meetings (monthly) and send them out to the Team Leaders and their committee members.
3. File a copy of these minutes in the binder.
4. File a copy of the monthly financial report in the binder with the minutes as provided by the Treasurer.
5. Send a reminder Email to the members a week before the General monthly meeting.
6. Regularly check the Club Hotmail account for new correspondence.

TREASURER

1. Perform all banking transactions and financial record keeping.
2. Collect and deposit, or arrange for deposit of all monies received by the Club.
3. Make suitable arrangements for the handling and safekeeping of cash.
4. Assist In the collection of all annual dues by the members.
5. Reconcile annual payments received from members, with the membership list.
6. Ensure that all bills for goods purchased by or services rendered to the Club are promptly paid.
7. Pay PROBUS Canada fees and Insurance fees.
8. File the insurance documents in the binder.
9. Prepare financial statements for presentation to the Executive Team at all Executive meetings.
10. Prepare annual budget to present to Executive committee.
11. Prepare financial statements for annual audit.
12. Prepare payment cheques, as required, which are signed by the Treasurer and either the President or Vice-President.
13. Pays for the meeting venue and sign's contract with President.
14. Prepares cheques for speakers or for gifts as deemed appropriate.
15. Pays for events organized by the club.

16. Arranges transition from previous Treasurer to current Treasurer.

MEMBERSHIP COMMITTEE

1. Encourage recruiting of new members as determined by the President and limitations of the membership cap.
2. Review and update the application for membership in the Club.
3. Keep the Management Committee informed of the status of new requests for membership and maintain a waiting list for those requests.
4. Keep the Management Committee informed of the status of membership applications of anyone being moved from the waiting list to permanent membership (as per cap allowance)
5. Maintain an up to date list of Club Members.
6. Prepare sign-in sheets for the General Meeting.
7. Add new member contact information to the Club Hotmail account and maintain Membership Group Contact information in the Hotmail account.
8. Send a welcome letter and provide a copy of the Club By-laws and Policies and Procedures for our club to new members.
9. Provide new member information and arrange photo of new member to be added to photo directory.
10. Provide names of new members to President at the General Meeting, at the time of their first visit, so they can be welcomed by the President and the membership.
11. Send out an Email to all members a week before the 3rd week of October General Meeting to remind them that Renewal Dues are due at that time.

GENERAL MEETING CO-ORDINATOR

1. Maintain a record book for volunteers to bring Refreshments, and sell PROBUS draw tickets.
2. Recruit volunteers to help with the kitchen set-up and clean-up at the General Meeting.
3. Contact volunteers a week prior to the General Meeting to remind them of their responsibilities.
4. Oversee the kitchen set-up and clean-up and the refreshment table at the General Meeting.
5. Maintain the supplies necessary for the General Meeting (plates, cutlery, napkins, paper cups, cream/milk, tea, coffee, sugar, sweetener etc.) as well as supplies for the PROBUS draw.
6. Open the church at least an hour before the meeting to allow for Committee's to get set up.
7. Liaise with the church secretary for any needs or change requests regarding the hall.

Care / Bereavement Committee

Encourage all club members to inform the "Care Committee", President or any other member of the Executive of the illness, surgery, and/or death of one of our Probus members, their spouse or immediate family member which would include spouse/partner, parents and their children. For the bereavement committee procedure follow the steps below: 1. Following the death of a member, their partner/spouse, or an immediate family member as described above, a bereavement card will be sent on behalf of the PROBUS BWG membership. 2. Before sharing any arrangements for the funeral with the general membership via a mass email, we

need to get permission from the person who lost a member of the their family, or from the family of our member who passed away. 3. Condolences will be posted on the funeral home website. For the care committee procedure follow the steps below. 1. Members who are in or were recently in the hospital, had surgery, have been ill for a week or more, or are dealing with an on-going health situation/treatments should receive a get well or thinking of you card from the Club. 2. IF a member has indicated they don't want their health situation to be public knowledge we need to respect this and NOT inform other members of the Executive or share this information with other club members.

Social Committee

1. Researching & organizing events during the year (usually one or two events per month) including making bookings or reservations for lunch/dinner.
2. Preparing a tentative event calendar for the year as a guideline with members on social committee, and delegate who is organizing what events.
3. Creating & providing sign-up sheets & information sheets for social events and retaining them between meetings
4. Answering questions & collecting money if necessary (when paying by cheque or cash) for events at general meetings. Encourage e-transfer, have treasurer keep you updated on payments made by members signed up for events.
5. Reconciling monies received for events with sign-up sheet on an ongoing basis until each event is completed.
6. Preparing deposit slips for the Treasurer for the monies collected for the events.
7. Ensuring all money is collected for the event occurring that month including trips paid by etransfer, obtain cheque from Treasurer to pay for event (when & if necessary), email those going a reminder a week prior to event & include carpooling information etc. Make sure you have cell phone numbers in case you need to contact them day of the event, as well as Emergency Contact information for members to have available at event.
8. Arrange to be at event location or bus pick up early with copy of sign-up sheet to check off members upon arrival. If necessary, re-check list during trip.
9. Keeping the Newsletter Editor and Webmaster/Facebook informed of future events for inclusion in the monthly bulletin and website so members can plan well in advance.
10. Share any pictures taken by yourself or others to Social Media & Photography committee
11. Contact & make reservations at local restaurant for "after general meeting" lunch for members, giving restaurant rough idea of how many & what time for arrival.
12. Reporting upcoming events at Executive Team Meetings
13. Email information to the President for inclusion on the slide show at the general meeting
14. Present at Monthly General Meetings: past events (have member talk about it at monthly meeting along with some pictures from it if possible), and upcoming events. Invite members to talk about upcoming community events.
15. Arrive at monthly meeting early to set up the table with signup & information sheets for upcoming social events.
16. Conducting a survey periodically with the club members (may be part of a club general survey) in order to understand cross section of our members interests and/or recommendations.

17. Check emails (both Probus and personal) for emails from members seeking information regarding upcoming social events

Speakers Committee

Mandate: Each year, the Club meets monthly and at eleven (11) of these meetings a speaker makes a presentation on a topic of interest to our members. Over the course of the year, a range of topics is expected reflecting the diverse interests of our members. It is hoped that the Speakers Program will attract more members to the Club.

1. The Committee meet and prepare a schedule outlining proposed speakers for the coming year
2. Periodically go back to members with survey of who, what kind of speaker they want to hear
3. Arrange and confirm speakers for the upcoming year, ensuring 2-3 speakers lined up in advance of the month they are to speak
4. Find out if the speaker has a book to sell, and make arrangements to set up table for speaker to sell books, and inform members of this through usual social update channels
5. Keep membership informed of upcoming speakers through Club Newsletter (if you have one) or other social media available to members
6. Have speaker provide a brief biography for the introduction of him/herself at the meeting, as well as cell phone number of speaker in case the need arises to contact the speaker the day of presentation
7. Find out if speaker has any special presentation needs, making sure these needs have been looked into and in place before the meeting
8. Arrange for Committee member to introduce and thank guest speaker. Provide suitable gift/cheque and thank you card to speaker at this time.
9. Informs the treasurer of speaker's name for the cheque & amount, if required so it can be prepared prior to the meeting
10. Maintain contact with upcoming speakers, getting in touch confirming arrangements several weeks prior to meeting
11. Have back up plans, or emergency speakers available in place in case speaker is unable to come at last minute. Suggestion: Table Talk – have a number of topics for discussion at table
- Club Members who will talk – line up several members who are willing to do 10-20 minute talks on short notice, a trip, about their lives etc.
12. Due to overlapping membership, PROBUS #1 speakers should not be pursued in the same year unless a different topic is available.
13. Maintain a yearly budget agreed to by the Executive that reflects the cost of gift for speaker, or the fee charged for the speaker.

Social Media

1. Liaise with Technology Committee in determining the best use of online tools.
2. Reviewing Canadian Freedom of Information/Privacy/security policies and how they relate to Probus BWG
3. Develop, maintain, update and monitor the Club Facebook Page.
4. Develop, maintain, update and monitor the Club Website.
5. Work with internet and web providers to support the Club's online presence.

6. Core content of the Club Website should include: • PROBUS BWG overview including Constitution and By-laws • list of Executive Team, responsibilities and contact information • calendar of key meetings and events • clubs-within-the-club • social events • speaker schedules • executive meeting minutes • newsletter publications • membership forms • place for non-members to contact club • In a private section the club photo directory.

TECHNOLOGY SPECIALIST

1. Oversees setting up audiovisual equipment and/or streaming technology for the Executive Meetings.
2. Stores or arranges storage for clubs audiovisual equipment between meetings.
3. Informally orients club members to new technology equipment and / or systems.
4. Informally orients club members to new software to enhance the club.
5. Recommend equipment to the Executive that will enhance the club meetings.
6. Look for software packages that will enhance the meetings and work of the club.
7. A voting member of the Executive.

PHOTOGRAPHER

1. Take photos of new members for the Membership Directory.
2. Take pictures of Guest Speaker and events at General Meeting.
3. Share photos with the Newsletter Editor, Social Media Committee and Membership Committee.
4. When possible take pictures at other PROBUS Club events.

NEWSLETTER EDITOR

1. Prepare, produce, and distribute monthly an electronic copy of the Club Newsletter to Club Members, District Director and Social Media Representative.
2. Print a hard copy of the Club Newsletter for the Newsletter binder and for members who don't have computers.

COMMUNICATION COMMITTEE REPRESENTATIVE

1. Current President or Past-President of the Club.
2. Represent the Club at District 2 Communication Meetings.
3. Share questions/information from the Club at District 2 Communication Meetings.
4. Share information from the District 2 Communication Meetings with our club at the Executive Team Meetings.

MEMBER AT LARGE

1. Assist in all positions of the Management team.
2. Shadow said management team for possibly taking over a leadership role.

- 3.Help with special events.
- 4. Help in any capacity for the membership.

This position is a good way for members to see what positions on the Management team they would like to be part of.