



PROBUS CLUB OF AJAX MANAGEMENT COMMITTEE JOB DESCRIPTIONS

PRESIDENT

- Term of office is one year
- Act as the principal executive officer of the club and generally oversee its business and affairs
- Preside over monthly general meetings and monthly management committee meetings
- Submit a 'President's Message' for the monthly newsletter
- Act as one of the signing officers for the club, ensuring expenses are appropriate
- Present new club members with their name tag and welcome package
- Respond to correspondence sent to the club
- Ensure orientation of new management committee members, including a review of the Bylaws and Constitution
- Ensure club documents are reviewed and updated, as required
- Attend Regional/District meetings or arrange a designate to attend
- Maintain a relationship with other PROBUS clubs in Durham
- Share information about ongoing items and a list of contacts with the incoming president. Pass on the electronic document file and President's Binder

VICE-PRESIDENT

- Term of office is one year, after which the president's position is taken over
- Attend monthly management committee meetings
- Perform duties of the president in the absence of the president
- Support the president when and where necessary (e.g. special projects or requests which may arise)
- May act as one of the signing officers for the club, ensuring expenses are appropriate
- Arrange for a greeter at monthly general meetings

IMMEDIATE PAST PRESIDENT

- Term of office is one year
- Attend monthly management committee meetings
- Give guidance and support to the president upon request (e.g. knowledge of items and procedures from past meetings)
- May act as one of the signing officers for the club, ensuring expenses are appropriate
- Participate on the nominating committee

SECRETARY

- Term of office is one year and is renewable
- Attend monthly management committee meetings, record minutes and circulate them to the management committee
- Record minutes of the Annual General Meeting and circulate them to the management committee
- May act as one of the signing officers for the club, ensuring expenses are appropriate
- Send a club update to PROBUS Canada by September 30 each year (meeting place, day and time; membership strength as at July 31; the names, addresses and telephone numbers of the president and secretary)
- Carry out club correspondence as directed by the president
- Maintain an electronic file of club documents
- Maintain club archives

TREASURER

- Term of office is one year and is renewable
- Attend monthly management committee meetings
- Act as one of the signing officers for the club, ensuring expenses are appropriate
- Ensure signing officers for the club are up to date with the bank of record
- Receive, record and deposit all funds.
- Monitor e-transfers and forward a copy to the appropriate activity coordinator. Assist coordinators as appropriate in reconciling their records of payment.
- Maintain and control all financial records for the club on an appropriate accounting program (e.g. Quickbooks Online)
- Report financial status at monthly management committee meetings and monthly general meetings, present a year-end financial statement as soon as possible after the fiscal year end
- Arrange for an annual financial review as soon as possible after the end of the fiscal year, ensuring the reviewer is approved by the management committee and proper financial records and supporting documentation are provided to the reviewer. The financial review must be reported at the Annual General Meeting.
- With the president, book the facility for general meetings
- Prepare the annual club budget for approval by the management committee. This includes all ordinary, expected expenses of the club. Extraordinary expenses must be approved by the management committee.
- Make payment for all legitimate expenses
- Reconcile bank statements to accounting records
- Arrange for an appropriate transfer of records to the new treasurer upon completion of term

MEMBERSHIP COORDINATOR

- Term of office is one year and is renewable
- Attend monthly management committee meetings
- Prepare and maintain a membership roster (name, address, telephone number, email address) and be responsible for managing the privacy of information
- Provide an updated membership roster to the management committee on a regular basis. Provide a membership roster, and updates as they occur, to the newsletter editor, communications coordinator, and Facebook organizers (for Facebook organizers only name, phone number and email are required). On request, provide the membership roster to special interest group coordinators with only the information required for the running of their group (i.e. name, phone, email only). Membership rosters are shared on the understanding that they are not to be used for commercial or other purposes without written approval of the management committee.
- Be available at the Membership Table at monthly general meetings to hand out and receive applications for membership, collect membership fees and answer membership related questions. Arrange for an alternate to be at the table if not attending the meeting.
- Present names of new applicants for club membership at management committee meetings
- Order name tags and prepare welcome packages for new members
- Introduce new members at general meetings
- Follow up on outstanding dues at beginning of the club's fiscal year
- May act as one of the signing officers for the club, ensuring expenses are appropriate
- Send bereavement and get well cards as necessary
- Submit monthly updates to the newsletter editor

MEMBER AT LARGE

- Term of office is one year and is renewable
- Attend monthly management committee meetings
- Assist the vice-president's designated greeter at monthly general meetings
- Support/assist other management committee members in their roles and help with special projects, as required
- Shadow management committee coordinators to learn the specifics of their portfolios in order to move into a vacant position, if appropriate

For the following positions, committee members can be enlisted to assist the coordinator as necessary. Regular communication should occur to keep all members of a committee involved.

SOCIAL COORDINATOR

- Term of office is one year and is renewable
- Attend monthly management committee meetings
- Organize social events outside of regular monthly meetings, at least one per month
- Seek membership input for event ideas
- Describe upcoming events to the membership at monthly general meetings
- Have event sign-up sheets available at monthly meetings
- Arrange special luncheons, dinners and other social functions as necessary
- Submit a monthly social report to the newsletter editor and webmaster

HOUSE COORDINATOR

- Term of office is one year and is renewable
- May attend monthly management committee meetings. If not attending, provide the president with updates, if any
- Arrange purchase/delivery of coffee, tea and cookies and schedule kitchen volunteers to set up refreshments at general meetings
- Arrange for three people from the house committee to be at the door at general meetings to collect meeting fees
- Keep a register of attendance
- Sell Share the Wealth tickets. Divide receipts, giving half to the winner and half to the treasurer

SPEAKERS COORDINATOR

- Term of office is one year and is renewable
- May attend monthly management committee meetings. If not attending, provide the president with a list of upcoming speakers and fees.
- Arrange speakers for monthly general meetings; ensure topics are not promotional, and that potentially controversial subjects (e.g., religion, politics) are addressed with sensitivity and not advocating a particular viewpoint
- Submit a monthly item to the newsletter editor and webmaster announcing upcoming speakers
- Ensure the speaker is given all necessary information including location, relevant phone numbers (in case of emergency or last minute issues), how long they are expected to talk, etc. Check with the scheduled speaker one month in advance, and again in the week prior to the meeting.

- Confirm with the speaker what audiovisual equipment will be required and that it is available
- Advise the treasurer of the amount of the honorarium one week before the meeting. The speaker coordinator will be assigned a budget for the fiscal year, approved by the management committee. The speaker coordinator may make the decision on speakers as long they do not exceed the total annual budget. Payments over the budget require approval by the management committee.
- Arrive before the meeting to ensure the sound system and speaker support items are available and functional. Ensure that microphone and lighting are at appropriate level
- Host the speaker at the meeting and ensure water is available during their presentation
- Introduce the speaker or arrange for someone to do so
- Thank the speaker and present the honorarium. Invite the speaker to draw a Share the Wealth ticket.

NEWSLETTER EDITOR

- Term of office is one year and is renewable
- May attend monthly management committee meetings. If not attending, provide the president with updates, if any
- Keep the club Gmail account contact list up to date using information provided by the membership coordinator
- Remind newsletter contributors of the deadline for submissions
- Take photos at general meetings of the speaker, new members being presented with their packages and of members (keeping in mind the members who do not wish to have their photos taken as indicated on their membership application), to include in the newsletter
- Prepare and circulate the newsletter in advance of general meetings
- Print copies of the newsletter to be handed out at the general meeting to visitors and members without email. Mail newsletters to members who have not picked them up.
- Maintain a computer file of club and activity photographs
- Send photos of events to the webmaster for posting

COMMUNICATIONS COORDINATOR

- Term of office is one year and is renewable
- May attend monthly management committee meetings. If not attending, provide the president with updates, if any
- Keep the club Gmail account contact list up to date using information provided by the membership coordinator
- Monitor the club Gmail account daily and forward messages as required

- Send out e-blasts to the membership as requested by the management team or interest group coordinators
- Send an e-blast a few days before the general meeting to remind members
- Send an e-blast to members if a meeting is cancelled and phone any members who do not have an email address
- Forward newsletters from other PROBUS clubs to the people who contribute to our newsletter

INTEREST GROUPS COORDINATOR

- Term of office is one year and is renewable
- May attend monthly management committee meetings. If not attending, provide the president with updates, if any
- Provide activity updates at regular monthly meetings
- Submit updates to the newsletter editor and webmaster
- Survey members to identify interest in new activities and assist with the establishment of new groups and/or activities
- Facilitate replacement/turnover of interest group leaders, as required
- Serve as an adviser when necessary to ensure overall effectiveness of special interest groups (e.g. coordination among interest groups regarding dates of activities, etc.)

WEBMASTER

- Term of office is one year and is renewable
- May attend monthly management committee meetings. If not attending, provide the president with updates, if any
- Maintain the club's website, updating information and photos regularly
- Act as the club's contact for the web service development provider (Wix); renew the website and domain name when due and upgrade the site as necessary
- Report site traffic information to the management committee

TECHNICAL COORDINATOR

- Term of office is one year and is renewable
- May attend monthly management committee meetings. If not attending, provide the president with updates, if any
- Organize Zoom meetings and act as host, if required
- Assist with Zoom coordination and education
- Maintain the club's laptop, projector, microphone and other technical equipment
- Set up equipment for meetings and assist speakers when necessary
- Ensure equipment is stored securely after meetings