



## **PROBUS CLUB OF AJAX MANAGEMENT COMMITTEE JOB DESCRIPTIONS**

**Candidates for of these positions should be a member of the club for at least one year.**

### **PRESIDENT**

- Maximum term of office is one year
- Chair monthly Management Committee meetings
- Chair monthly General meetings
- Submit a 'President's Message' for the monthly newsletter
- Act as one of the four 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 soft-copy document file and President's binder

### **VICE-PRESIDENT**

- Maximum term of office is one year, after which the President's position is taken over
- Attend monthly Management Committee meetings
- Assume duties of the President's office as necessary
- Support the President when and where necessary (e.g. special projects or requests which may arise)
- Act as one of the four signing officers for the Club, ensuring expenses are appropriate
- Greet and orient new members at General meetings; introduce them to other members and provide them with a copy of the Club newsletter and social activity handout. Assist members to their seats, if required.

### **IMMEDIATE PAST PRESIDENT**

- Maximum 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)
- Act as one of the four signing officers for the Club, ensuring expenses are appropriate
- Participate on the Nominating Committee together with another Past President

### **SECRETARY**

- Term of office is one year, to a maximum of three years
- Attend monthly Management Committee meetings, record minutes and circulate them to the Management Committee
- Record minutes of the Annual General Meeting and circulate to the Management Committee
- 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 a soft-copy file of Club documents
- Maintain Club archives

### **TREASURER**

- Term of office is one year to a maximum of three years
- Attend monthly Management Committee meetings
- Maintain all financial records for the Club
- Report financial status at monthly Management Committee meetings
- Report financial status at monthly General meetings
- Arrange for an appropriate annual review, ensuring a reviewer is appointed by the Management Committee in September or October each year, and ensuring proper financial records and supporting documentation are provided to the reviewer
- Make bank deposits monthly or more often as required
- With the President, book the facility for the following year's meetings each fall
- Make payment for all legitimate expenses
- Reconcile bank statements to records kept
- Act as one of the four signing officers for the Club, ensuring expenses are appropriate
- Ensure signing officers for the Club are up to date with the bank of record
- Arrange for an appropriate transfer of records to the new treasurer upon completion of term

NB: For the following working committees, committee members can be enlisted to assist the Coordinator as necessary. Regular meetings or some form of communication should occur to keep all members of a committee involved.

### **SOCIAL COORDINATOR**

- Term of office is one year to a maximum of three years
- 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

### **HOUSE COORDINATOR**

- Term of office is one year to a maximum of three years
- Attend monthly Management Committee Meetings
- Purchase snacks for monthly General meetings
- Call Tim Hortons on meeting days to confirm coffee delivery
- Arrange for three people from the House Committee to be on the door at each monthly meeting to collect coffee/administrative fees
- Arrange for kitchen volunteers to set up coffee, tea and cookies
- Check that the room is set up as required
- Keep a register of attendance
- Sell Share the Wealth tickets. Divide receipts, giving half to the winner and half to the Treasurer

### **MEMBERSHIP COORDINATOR**

- Term of office is one year to a maximum of three years
- Attend monthly Management Committee Meetings
- Prepare and maintain a membership list (name, address, telephone number, email address)
- 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
- Provide an updated membership list to the Management Committee on a regular basis
- Provide a current membership list to Club members on request, on the understanding that it is not to be used for commercial or other purposes without written approval from the Management Committee

- 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
- Send bereavement and get well cards as necessary
- Submit monthly updates to the Newsletter Editor

### **SPEAKERS COORDINATOR**

- Term of office is one year to a maximum of three years
- Attend monthly Management Committee Meetings
- 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 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 (Honorariums are usually \$100. The Speaker Coordinator can increase the amount to \$200 at their discretion. Amounts over \$200 must be approved 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 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 to a maximum of three years
- Attend monthly Management Committee Meetings
- Keep the PROBUS Gmail account contact list up to date using information provided by the Membership Coordinator
- Send an email to Management Committee and interest group coordinators requesting items for the newsletter
- Take a photo of the speaker at General meetings to include in the newsletter

- Prepare the newsletter in preparation for each General meeting
- Email the newsletter, in Word and PDF format, to members in advance of the monthly General meeting
- Print copies of the newsletter to be handed out at the General meeting to those members without email. Mail newsletters to those members who are absent.
- Send out information emails to members as requested by Management Committee members
- Maintain a computer file of club and activity photographs
- Send photos of events to the webmaster for posting
- In October each year, prepare a fan-out list of people who don't have email; the list to be used in case of last minute meeting cancellation or other essential notices

#### **INTEREST GROUPS COORDINATOR**

- Term of office is one year to a maximum of three years
- Attend monthly Management Committee meetings
- Update the general membership about groups and their activities on a regular basis
- Survey members to identify interest in new activities and assist with the establishment of a group and/or activity as necessary
- 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 to a maximum of three years
- Attend monthly Management Committee meetings
- Maintain the club's website, updating information and photos as necessary
- Act as the Club contact for the web service development provider
- Report site traffic information to the Management Committee
- Assist Management Committee members in setting up and transferring club Gmail accounts, as required

#### **TECHNICAL COORDINATOR**

- Term of office is one year to a maximum of three years
- Attend monthly Management Committee meetings
- Organize Zoom meetings and act as host
- 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

## **MEMBER AT LARGE**

- Term of office is one year to a maximum of three years
- Attend monthly Management Committee meetings
- Assist the Vice-President to greet and orient new members at General meetings; introduce them to other members and provide them with a copy of the club newsletter and social activity handouts. Assist disabled members to their seats, as required.
- 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