HOLLAND PARK PROBUS CLUB Inc.

A Statement of Roles and Duties of the Management Committee

Information for members and interested applicants

Revised 16th October 2026

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PRESIDENT ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The role of the President can be summarised as follows:

1. Be familiar with the constitution, by-laws and/or standing resolutions.
2. Understand how to chair a meeting and the protocol for motions, debate/discussion and voting.
3. Ensure that an agenda is prepared for meetings.
4. Begin and end meetings on time.
5. Take the opportunity to meet and greet all members, guests and visiting Club members.
6. Ensure that Committee recommendations (where required) are brought to the membership for decision/confirmation.
7. Provide leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus - friendship, fellowship and fun.
8. Implement and review the Club's Membership Development Plan which focuses on engagement and retention of members as well as membership growth.
9. Implement a succession plan for all Management Committee positions.
10. Encourage members to contribute stories, articles, letters and photographs for possible publication.

SECRETARY ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The role of the Secretary is to support the President in the smooth running of the Management Committee and is a key point of contact of the Club

The role of the Secretary can be summarised as follows:

1. Record Minutes of Management & General Meetings. Arrange for uploading to Cloud Server (G-Mail as Google Drive).
2. Ensure timely distribution of correspondence to Committee members and Club Members
3. Be familiar with the constitution, by-laws and/or standing resolutions
4. Forward minutes to President for review before emailing.
5. In consultation with the President, prepare agendas for Management meetings, General Meetings and Annual General Meetings.
6. Send Management Minutes to Management Committee only. General Minutes to be sent to Newsletter Editor for distribution usually at the same time as the Newsletter.
7. Issue notices for the election of Committee members, proxy forms are in accordance with the requirements of the Club Constitution
8. Record all relevant incoming and outgoing Mail and distribute as required.
9. Forward to Treasurer invoices for payment, and sometimes complete online. Have a record when payment is due. (ex. Office of Fair Trading, Capitation Form, PAQ Directory of Affiliated Clubs.
10. Attend meetings held by PAQ for the Southside Region. Report back to Management Meeting.
11. Keep up to date with any changes that occur. (ex. Covid-19, Constitution)
12. Ensure that following the Annual General Meeting, the PSPL Annual Report Forms and payment of fees are lodged by 30 April each year.
13. Before vacating office, brief his/her successor on the role of the Secretary and any outstanding matters and hand over all records

VICE PRESIDENT ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The main role of the Vice President is to assist the President in providing leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus - friendship, fellowship and fun.

The role of the Vice President can be summarised as follows:

1. Should be familiar with the constitution, by-laws and/or standing resolutions

2. Should understand how to chair a meeting and the protocol for motions, debate/discussions and voting. (Refer to the Rules of Debate for Meetings section of the PSPL Handbook).

3. Should work closely with the President to become familiar with the role and responsibilities of the Presidency.

4. Should take the opportunity to meet and greet members, guests and visiting members.

5. Chair meetings in the President's absence.

6. Deal with any presidential issues that may arise in the President's absence.

7. Assist with the duties of any Committee member in their absence or arrange an alternative assistant.

8. Assist any Committee member who has a heavy workload.

TREASURER ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The role of the Treasurer can be summarised as follows:

The main role of the Treasurer is to ensure that clear and accurate financial records are maintained and that all funds are accounted for. It is not essential to have accountancy qualifications. However, it is desirable that the Treasurer be familiar with bookkeeping and banking procedures.

The Treasurer should:

1. Ensure that processes are in place for the handling of all Club funds in order to minimise risk of loss or theft.
2. Ensure that payments are approved or ratified by the Management Committee.
3. Ensure that the Club has a bank account(s) which may include debit card and electronic transfer facilities.
4. Arrange payment of annual fees to PSPL by 30 April each year, as well as additional pro-rata payments throughout the year.
5. Prepare and submit a financial report for all Committee Meetings, General Meetings and Annual General Meetings.
6. Prepare a budget each year giving consideration to the annual financial commitments and the Club's existing financial position, and recommend the amount of the Club's annual membership subscription.
7. Collect all Club funds and issue receipts if necessary.
8. Ensure Club funds are suitably banked within 2 days to comply with insurance requirements.
9. Reconcile bank accounts monthly.
10. Arrange the update of bank signatories after the Annual General Meeting.
11. Maintain a register of Club assets.
12. Complete form and arrange payment of PAQ Affiliation fees in February each year.
13. Keep Petty Cash records.
14. Ensure that rent is paid each month to Mt Gravatt Showgrounds Trust.
15. Ensure that insurance is paid by 13 July each year to AON
16. Liaise with Outings and Tour Officer with regard to payments received and required for outings/activities and any refunds if necessary.
17. Also prepare a report in August for Management Committee with regard to any profit or loss with respect to outings/activities for the year.
18. Liaise with Secretary with regard to competing Office of Fair-Trading form in March.

MEMBERSHIP OFFICER ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The Membership Officer is responsible for maintaining up-to-date membership records, management of membership applications and assisting with membership retention and growth.

The Membership Officer should:

1. Maintain an up-to-date register of members.
2. Advise the Club and PSPL of any changes to the Club's Member Listing i.e. new members, resignations and deaths. Advise PSPL via the Member Listing Amendment Form.
3. Distribute Probus Membership Cards.
4. Maintain a record of members and visitors at each Club meeting and advise the Secretary.
5. Ensure that Club membership application forms are completed correctly. Present these to the management Committee for approval. (A new member must be nominated by a financial member)
6. Once approved, complete the form, advise the applicant and request payment of fees. No monies should be accepted prior to acceptance of membership.
7. Send a welcoming email to the new member.
8. Advise the President, Secretary and Newsletter Officer of all details pertaining to the new member.
9. Applications should not be issued unless the Club has a vacancy for membership or has set a protocol for a waiting list.
10. Prepare a document for prospective members with information about Probus.
11. Ensure that there is a welcoming program in place for the new member's first few meetings, either with their sponsors or through a ''buddy'' program. The induction of a new member should be carried out with dignity and a modest ceremony befitting the occasion.
12. When presenting the Membership report at Club meetings, welcome new members, give the number of members present and any apologies received. Announce any new members and officially welcome them to the Club.
13. Present any membership badges once received.
14. Announce member's birthdays and or any wedding anniversaries for that month.

NEWSLETTER EDITOR AND WEBMASTER ROLE STATEMENTS

A. NEWSLETTER EDITOR JOB DESCRIPTION AND PRIMARY DUTIES

The Editor should:

1. Compile and edit the Newsletter content. Produce the document and forward to members.
2. Send a copy of the Newsletter to the Club Webmaster, PAQ and PSPL
3. Compile and maintain a financial members email distribution list.
4. Continually liaise with the Membership Officer for additions and/or deletions to membership.
5. Compile/organise all relevant Club management files on local computer then upload to Club Cloud Server.

Inclusions for the Newsletter include:

1. President's report
2. Secretary's report
3. Treasurer's report
4. Membership Officer's report
5. Tour Officer's report with dates of activities for the coming month and future planned events.
6. Summarised General Meeting Minutes for previous month
7. Summary of Guest Speaker's presentation with photos
8. Photos of new members welcome and badge presentations.
9. Essential Information that the Management Committee wishes to convey to all members including that from Probus Association of Queensland (PAQ) and Probus South Pacific Limited (PSPL).
10. Items of members' personal activities which could be of interest to members: Pets, Hobbies, treasured items such as cars; favourite food recipes, collections etc.

B. WEBMASTER JOB DESCRIPTION AND PRIMARY DUTIES

The website should be as functional and informative as possible for the use of our members and the wider interested public. (E.g. prospective members, other Probus clubs, etc.) It should also provide an historical record, as far as practical, of Club activities and documents.

The Webmaster is to:

1. Review, and Publish the Club monthly Newsletter on the Club Website

2. Develop, maintain the Club Website using the services of PSPL microsite
3. Liaise with the Club Management Committee to maintain and post up to date information
4. Ensure that wherever possible, the website remains compliant with appropriate standards to ensure interoperability with various browsers.
5. Arrange with the Treasurer for payment of the annual Website Server account
6. Update the Website each month to include next Guest Speaker and historic Guest Speakers page.
7. Publish photographic files of Club activities
8. Update the Outings and Events Calendar page
9. Publish Committee Member's Role Statements

OUTINGS AND TOURS OFICER ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The role of the Outings and Tours Officer is a rewarding job requiring planning and organisational skills. For insurance purposes, record approved activities in the Club Minutes.

1. **Propose outings, tours events for submission to Committee for decision.**
   Use whatever resources you have to find suitable outings by searching on line, getting advice from other clubs, friends, pamphlets, using the PAQ list, newspaper articles.

2. **Propose a date and time each (Outing, Tour, Event) submit to Committee for decision.**
   You can use the same day each month (e.g., third Tuesday) however, choose alternate days to accommodate possible other commitments of members where necessary. Attempt to plan outings 6 to 12 months ahead of time. Always have plans for the next 3 months.

3. **Contact your providers and obtain quotes (any discounts?) to ensure competiveness.**
   This could be the bus company, restaurant, or venue such as a museum. Secure the date for your planning. At this stage this is a temporary booking until you have advertised and obtained interest of members.

4. **Work out your budget**
   This is the most difficult part. Check current numbers on outings. Use a lower number and divide this into the bus charge. Add on the cost of restaurant etc. and any other expenses.

5. **On acceptance of Committee - Advertise the outing to the Club and gauge interest**
   Request club members to sign an “indication of interest” form at meetings etc. This may not be the final number but it does help. Remind members at meetings and in the newsletter of upcoming outings.

6. **Confirm your booking**
   Contact the bus company, venue, restaurant etc. and confirm booking. It is always best to have written confirmation. Continue to update bookings occasionally as numbers change. Always confirm everything a week before and again the day before.

7. **Ensure payment of all bookings is made before leaving premises.**
   Consult with Manager of all venues before members depart to ensure that all outstanding orders have been fulfilled and paid.

8. **On the Day. Keep records of all in attendance (Including visitors)**
   With assistant(s) keep a record of participants on outings. Have contact details for next of kin of visitors. Maintain a copy in a safe place. Ensure that numbers are correct and that you do not leave anyone behind! Liaise with the venues about arrival times if required. Ensure the first aid bag is on board before you depart. Be calm!

9. **Reports**
   Provide reports of venues, outings etc at meetings and in the Newsletter. Maintain consistent agreement with the treasurer on all payments required of the Club.

PHOTOGRAPHER AND AUDIOVISUAL OFFICER ROLE STATEMENTS JOB DESCRIPTION AND PRIMARY DUTIES

PHOTOGRAPHER

1 Keep Ipad updated (auto updates from Apple) and fully charged in readiness for all meetings/outings/trips

2 If unable to attend meetings/outings/events, trips, arrange for alternative member to be responsible for role.

3 Email all photos of each meeting/outing/event/trip to Newsletter Editor for inclusion in monthly newsletter.

AUDIOVISUAL

1 Take responsibility for :-

a) Set of keys for storeroom (in hall at Show Grounds) and all Club cupboards located in the storeroom.

b) Opening storeroom and unlocking cupboards for each meeting.

2 All Club Audiovisual equipment (Computer, PA system, including additional transmitter and microphones, speaker, projector, projector screen, tripods, laser pointer etc)

3 Ensure Computer is updated and charged in preparation for each meeting.

4 Set up all audiovisual equipment and check operation of all before each meeting. (maintain a supply of AA batteries and install same when necessary to all microphones).

5 It unable to attend meetings arrange for alternate member to be responsible for role.

6 Pack-up and ensure that all club audiovisual equipment is **turned off** and stored accordingly after each meeting.

7 When necessary, liaise with Guest speakers and answer any question in relation to the use of audiovisual equipment at Club meetings. provide operational assistance where necessary.

GUEST SPEAKER ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The role of the Guest Speaker is a key role in the Club's activities. Programs should be well balanced with interesting and stimulating Speakers and subjects.

The Guest speaker Officer should:

1. Aim to arrange a varied program six months in advance. Consider using PSPL sponsored guest speakers regularly to stay up to date with the latest guest speaker listings.

2. Provide a list of proposed speakers to the Management Committee for approval/ acceptance and then send to the Newsletter Editor for publication on the Club Website and in Newsletters in advance of meetings.

3. Contact the proposed speaker at least three months before the meeting at which the person is invited. If necessary, explain the objectives of Probus. Get the speaker's contact details email, mobile number, mailing address etc.

4. Ask the speaker for the title of the talk and approved biographical notes and send to the Newsletter Editor/ Webmaster Officer for advertisement in Newsletter and Website.

5. Confirm talk *with an official Club email* confirming the meeting venue arrangements, location, date and time (suggest arrival in time to have tea/coffee with members), and length of talk. Provide contact details for Club Audiovisual Officer re requirements for the presentation such as laser pointer, computer and projector.

6. Follow up with a reminder telephone call about a week before the meeting date, checking on any special arrangements, and confirm any transport arrangements.

7. Greet Speaker on arrival - offer refreshments, introduce to the President.

8. Introduce Speaker to the members

9. After the presentation, thank the Speaker and present a small gift in appreciation. (Small gifts with the Probus emblem are available from authorised licensees).

10. Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. PSPL sponsors can usually fill in for cancelled speakers at short notice.

11. Appreciate that Club members often make the most interesting guest speakers. Such talks help promote friendship within the Club. You can contact PSPL for an up to date speakers listing.