



## **Probus Club of Holland Park Inc.**

### **PRESIDENT: ROLE STATEMENT**

#### **JOB DESCRIPTION AND PRIMARY DUTIES**

The role of the 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/discussion and voting.
3. Should ensure that an agenda is prepared for meetings.
4. Should begin and end meetings on time.
5. Should take the opportunity to meet and greet all members, guests and visiting Club members.
6. Should 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.