The Probus Club of Rouse Hill Inc.

Role Description – President – Issue Date Feb 2026

The duties of the President are as follows:

Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings.

Should understand how to chair a meeting and protocol for motions, debate/discussion and voting.

Should ensure that an agenda is prepared for each meeting.

Should ensure minutes are prepared by the Secretary for each meeting and approve final minutes via email before distribution to the relevant people.

Should arrange meeting time and location with relevant Committee Members.

Should begin and end meetings on time.

Should take the opportunity to meet all members, guests and visiting Probus members at club meetings and activities on a fellowship basis.

Should ensure that Committee recommendations are brought to the membership for decision/acceptance and ratification.

Should work with the newsletter editor and do final approval before sending to Secretary for distribution to members.

Should represent the club at any funerals and send an official message of condolence if appropriate.

It is the duty of the President to keep in mind and to remind members from time to time of the aims, objects and origins of Probus, emphasising the importance of fellowship, friendship and fun.

To advance Probus fellowship beyond your own club, members should be encouraged to subscribe to the flagship e-publication of the Probus organisation and to take an interest in the articles and offers from sponsors and advertisers. They may also wish to contribute stories and articles to this publication.