

Committee & Support Team Roles & Responsibilities



PRESIDENT

1. Chair General and Committee meetings, oversee agenda and minutes for each.
2. Manage front of house at meetings e.g. ensure members are seated promptly and chair the meeting.
3. Make members welcome, emphasising Probus goals and values and encouraging participation in meetings, outings and activities.
4. Induct new members, give each one a Welcome letter and their name badge.
5. Be familiar with the Constitution and Standing Resolutions and make each available for reference.
6. Provide Committee training if needed to ensure each Member is comfortable in their role.
7. Assist succession planning by encouraging members to volunteer for management roles.
8. Ensure members receive regular information via the website, newsletters and email correspondence.

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PAST PRESIDENT

1. Provide support and advice to the President and Committee or members when asked.
2. Chair meetings in the absence of President and Vice President.
3. Organise Christmas morning tea, Christmas luncheon and Birthday luncheon.

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PRESIDENT ELECT

1. Chair General and Committee meetings, in the absence of the President.
2. Render assistance to the President as required.
3. Select club member to give a "Slice of Life" presentation at the general monthly meeting. Explain what is required to the member.

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SECRETARY

1. Record concise minutes of Committee meetings, paste in minute book. Read minutes (or distribute copies to members) at following Committee meetings.
2. Record concise minutes of monthly General Meeting and read them at the following meeting.
3. Prepare an Agenda for each Committee Meeting and General Meeting, including the Annual General Meeting.
4. Ensure the notice of the election of officers is given and nomination forms are available one or two months before the annual election of officers and that they are returned as specified in club by-laws.
5. Keep an up to date list of office bearers, committee members and sub-committee members (Support Team) with addresses and telephone numbers.
6. Liaise with Ryde Eastwood Leagues Club regarding dates and booking of rooms for committee and general meetings.
7. Collect mail including Active Retirees magazine.
8. Manage incoming and outgoing correspondence.
9. Retain copy of current Constitutions, By-laws, mandatory Policies and Standing Resolutions.
10. Manage archiving according to Club Archiving Policy

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TREASURER

1. Manage Club finances by recording, checking and banking all monies collected.
2. Manage the Club bank account and payments by cheque.
3. Detail expenditure items incurred by officers and if considered appropriate, arrange reimbursement.
4. Issue receipts in accordance with Club protocol.
5. Keep petty cash and record in Petty Cash Book.
6. Reconcile Cash book records with bank statement each month.
7. Balance Club finances and provide detailed monthly reports to the Management Committee.
8. Move the formal adoption of the summary financial report presented at monthly meetings.
9. Work with Secretary to arrange annual payments (eg capitation fees & magazine subscriptions) required by PSPL.
10. Prepare a budget for the following year in conjunction with the management committee that includes a proposed annual subscription and joining fee.
11. Maintain up to date list of Clubs assets
12. Finalise the annual accounts and arrange for the audit to be done
13. Arrange change of bank signatories after the AGM.

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MEMBERSHIP OFFICER

1. Maintain a register database of member details and addresses.
2. Maintain a record of members and visitors at each meeting and advise the Secretary of those present.
3. Ensure membership applications are completed correctly.
4. Ensure Visitors and Members sign in on forms provided.
5. Meet & greet new members and visitors.
6. Assist new members and visitors find a seat, and introduce them to other members and committee members, including the President (as time permits).
7. Prepare induction kits for new members containing; Welcome letter & membership list.
8. Purchase name badges for new members and other badges if ordered by individuals.
9. Make announcements at the general monthly meeting of members celebrating birthdays and anniversaries, ensuring privacy of those members who do not wish announcements made.
10. Email club correspondence to members eg death & funeral notices using the Club distribution list.
11. Consider non-active membership for those with long term illnesses.
12. Ensure members without email access receive Club information.
13. Keep member details and statistical analysis for archives.
14. Facilitate the collection of Annual Membership fees at General Meeting.

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WELFARE OFFICER

1. Phone and/or send cards with appropriate messages to sick or bereaved members/families. Cost of phone calls, cards & postage reimbursed.
2. Make announcements at the general monthly meeting of members on the 'sick list' & updates on those who have been or still are in hospital or rehab.
3. Ensure privacy of those members who do not wish announcements made concerning their health.

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DAY OUTINGS OFFICER

1. Research various outings for day trips.
2. Seek suggestions from Club members for outings of interest to members.
3. Submit outing proposal to the Committee, where possible, before promoting to members through email, website, newsletter and meetings.
4. Provide the Newsletter Editor & Website Manager details to enable publication.
5. Budget to ensure all Outings are cost recovered.
6. Maintain a list of members who wish to attend and accept payments for outings at meetings.
7. Liaise with the Treasurer on money collected and payments made to coach companies and/or venue managements.
8. Any cancellation by members or guests should be made to the Activity Organiser as soon as possible. If a refund can be made and all club regulations are adhered to this decision should be left with the organiser. Any disputes must be referred to the committee for a decision.
9. On the day, ensure all members attending the outing have signed on for insurance purposes.
10. Maintain and manage forms and actions for accident/ injury during an outing.
11. Record all expenses, such as postage and telephone calls, and submit these to the Treasurer with receipts for reimbursement.
12. Keep a list of outing details for future reference.

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THEATRES

1. Research various shows & attend previews of new shows.
2. Submit proposed shows to the Committee before promoting to members through newsletters, meetings and the website.
3. Purchase and allocate tickets.
4. Collect monies and keep appropriate records.
5. Advise the Newsletter Editor & Website Manager of forthcoming events to be included in Newsletter and Website.
6. Record all expenses, such as postage and telephone calls, and submit these to the Treasurer with receipts for reimbursement.
7. Liaise with Treasurer for refunds of those who could not attend the show.

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OVERNIGHT TOURS OFFICER

1. Research various tours for overnight trips.
2. Seek suggestions from Club members for tours of interest to members.
3. Submit tour proposal to the Committee before promoting to members through newsletters, meetings and the website.
4. Budget to ensure all tours are cost recovered, liaise with the Treasurer on money collected and payments made to coach companies and/or venue managements.
5. Maintain a list of members who wish to go and accept payments for tours at meetings.
6. Before a tour provide the Newsletter Editor & Website Manager details to enable publication.
7. On the day, ensure all members going on the tour have signed on.
8. Maintain attendance data base and records for insurance purposes.
9. Maintain and manage forms and actions for accident/ injury during the tour.
10. Record all expenses, such as postage and telephone calls, and submit these to the Treasurer with receipts for reimbursement.
11. Any cancellation by members or guests should be made to the Activity Organiser as soon as possible. If a refund can be made and all club regulations are adhered to this decision should be left with the organiser. Any disputes must be referred to the committee for a decision.
12. Keep a list of tour details for future reference.

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GUEST SPEAKERS OFFICER

1. Organise, approach and liaise with interesting Speakers for Monthly meetings.
2. Present speaker proposals for Committee recommendation.
3. Provide details to the Newsletter Editor for publication.
4. Check payment or other expectation from the speaker prior to confirming booking.
5. Organise Guest Speaker requirements before meetings eg projector, computer, microphone (liaise with RELC for microphone) etc.
6. Greet and introduce each Speaker; organise payment to cover travelling expenses; thank and present payment to the speaker.
7. Manage roving microphone, if required.
8. Maintain register of past and potential speakers and their contact details for future reference
9. Liaise with other Probus Clubs on speaker recommendations and contact details when required.

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NEWSLETTER EDITOR

Newsletter

1. Produce a monthly newsletter in conjunction with the Committee & Support team.
2. Produce a 6 monthly Events Calendar in conjunction with the Committee & Support team.
3. Liaise with Committee & Support team on future outings and activities including guest speaker & topic.
4. Ensure contact details of Event Organisers are published in Newsletter.
5. Assist Membership Officer to meet & greet members, new members and visitors.
6. Before monthly General Meeting provide the Newsletter to Website Manager to enable publication & emailing to members.

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WEBSITE

1. Manage the Probus website and input/requests by Committee & members.
2. Publish the monthly Newsletter.
3. Email the monthly Newsletter.
4. Publish the Day Outings information sheets (where applicable).
5. Publish the Overnight Trip Itinerary & associated information sheets
6. Publish the 6 monthly Events Calendar.
7. Organising articles and photos on the website that focus on different groups and their activities.
8. Ensure the website is updated to include the name of each interest group, the contact person and the meeting details.
9. Submit articles and photographs of interest to PSPL for inclusion in PSPL's publications, website and/or social media.

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INTEREST GROUPS



(This includes: Book Clubs, Bowls, Walks, Table Tennis, Movies, Music Appreciation, Mens Lunch, Crazy Whist & Trivia)

1. Liaise with the Support Team on attendance, participation, visitor protocols.
2. Maintain attendance data base and records for insurance purposes.
3. Maintain and manage forms and actions for accident/ injury during an outing or group activity.
4. Report on Interest Groups to the Management Committee and to members at Meetings.
5. Monitor attendance and participation rates.
6. Ask members for interests and suggestions on proposed new Interest Groups.
7. Encourage participation, especially by new members and by organising articles and photos to be published on the website that focus on different groups and their activities.
8. Ensure the website is updated to include the name of each interest group, the contact person and the meeting details.

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Do you think you might be interested in one of the roles on the Committee?

Not really sure, but wouldn't mind having a go?

Why don't you contact anyone on the Committee & have a chat.

As a suggestion, you could come and sit in on a couple of Committee Meetings to see what goes on.

If you'd like to try out one of the roles, you could be 'an assistant' to get a feel for the role. There is no obligation to take it on, after all, you might not like it! However, if you do try it out and like it, you can nominate at the next Annual General Meeting to take it on **for the year**.

Throw caution to the wind & give it a go