

PROBUS CLUB OF SAINT JOHN, N.B.

DUTIES OF OFFICERS AND COMMITTEE CHAIRS

PRESIDENT

1. Oversee the operation of the Club.
2. Coordinate the work of the Officers and Committee Chairs. All Officers and Committee Chairmen report directly to the President.
3. Presides over the Regular Meetings, the Annual Meeting and the Management Committee Meetings.
4. Serves on the Nominating Committee with the two immediate Past Presidents and the Vice President, in an ex officio capacity.
5. Collaborates with the House Manager in the selection of the venue and management of the related relationship.
6. Works in co-operation with the Rotary Club President and the Local National Director in the founding of new Probus Clubs.
7. Keeps membership informed of news of interest from Probus Canada.
8. Signing authority.

1st VICE PRESIDENT

1. Acts in the absence of the President and keeps the President informed on all club activities.
2. Develops the program for the regular monthly meetings. Arranges for members to introduce and thank the Programme Speaker.
3. Arranges for a number of field trips during the year.
4. Acts in the absence of the House manager.
5. Keeps the Bulletin Editor informed regarding programming and other developments no later than the 1st of the month of the regular meeting.
6. Keeps the President well informed on all club activities.
7. Signing authority.

2nd VICE PRESIDENT

1. To assist the 1st Vice President as and when required.

SECRETARY

1. Prepares minutes of management committee meetings. Also prepares minutes of regular monthly meetings for presentation at the next monthly meeting.
2. Receives and files membership applications. Maintains a supply of application forms.
3. In collaboration with the Treasurer, maintains an up to date Probus membership list with postal addresses, email addresses and telephone numbers. This list is mainly for the use of the Bulletin Editor, the Telephone Committee and the Treasurer.
4. Receives the incoming mail and passes it on to the appropriate person for action.
5. Keeps the Bulletin Editor informed of information for the monthly bulletin no later than the 1st of the month of the regular meeting.
6. Acts as the Bulletin Editor in the event of a vacancy.
7. Keeps on file, for future use, copies of "the duties of Officers and Committee Chairs".
8. Keeps on file, for future use, up to date copies of the Constitution and By-laws.
9. The Secretary shall advise Probus - Centre - Canada, Inc. by September 30th of each year, of the clubs regular meeting place, day and time, the number of its members as of the previous July 31st and the names, addresses and telephone numbers of its President and Secretary. At the same time the annual assessment levied by Probus - Centre - Canada, Inc shall be remitted.
10. Maintains a supply of Probus Club pins for both regular members and past presidents.
11. Arranges for name tags for new members
12. Signing authority.

TREASURER

1. Maintains the Probus bank account along with up to date signing authority.
2. Receives and deposits dues, 50/50 net proceeds, lunch charges and other miscellaneous funds.

3. Works with the President to ensure all membership dues are collected by December 31 each year.
4. Receives invoices and arranges for payment.
5. Has prime responsibility, in collaboration with the Secretary, for maintaining an up to date cub membership list with postal addresses, email, telephone numbers and other such information as considered useful or necessary. The Secretary and the Bulletin Editor are to be informed immediately of changes. Club membership is to be provided with an updated list annually and possibly more frequently depending on the extent of changes.
6. Reports on the financial status of the club at monthly meetings and arranges for audited statements for the annual general meeting in June.
7. Keeps the Bulletin Editor informed of any financial news before the 1st of the month of a regular meeting.
8. Responsible for payment of lunch charges and any other amounts owing to the Venue Manager after each monthly meeting.
9. Signing authority.

The PROBUS Newsletter EDITOR

1. Prepares and distributes the monthly newsletter with information received from various sources to club members prior to the date of each monthly meeting.
2. Captures and records information on club meetings, other club events and information from Club Officers and Committee Chairs which may be of interest in the future.
3. Takes photographs of club meetings and activities for inclusion in the monthly newsletter.

HOUSE MANAGER

1. Ensures the meeting room is properly set up for each monthly meeting - flags, banner, seating, PA system, containers for 50/50 tickets and cash etc.
2. Acts as custodian for club name tags and ensures they are ready before the monthly meetings begin. Collects the name tags at the end of the meetings.
3. Assists Treasurer with cash collections at the monthly meetings as required.
4. Ensures Club equipment is stored safely from meeting to meeting.
5. Collaborates with the President in the selection and management of the meeting venue and related relationships.

TELEPHONE COMMITTEE CHAIR

1. Organizes a committee of club members to inform members by telephone of club events.
2. Works closely the the Vice President regarding monthly meetings and other club events and activities.

MEMBERSHIP CHAIR

1. The Membership Chair is an elected member of the Management Committee.
2. The Membership Chair is responsible for assembling and leading the membership committee in fulfilling the tasks as outlined in the following:
3. The membership committee shall plan and execute efforts to recruit new members to the club by i) providing continuous encouragement to club members to identify and recruit new prospective members; ii) identifying and implementing initiatives to recruit new prospects in the geographical area of the club; iii) maintaining an awareness of initiatives elsewhere in Probus and the effectiveness of these efforts.
4. The membership committee shall develop and maintain relevant statistics to permit appropriate analyses of the changes in membership and identification of opportunities, concerns and relevant trends.
5. The membership committee shall from time to time survey the current membership for input on what the members value most from the club; aspects of club practices they may dislike; what changes they would recommend and what initiatives they might suggest to increase both membership and to maximize the satisfaction of current club members.