



Probud Club of South Muskoka

Club No. 119 Chartered June 12, 2001

P.O. Box 266 Bracebridge, Ontario, Canada P1L 1T6

## **Bylaws: Appendix 1**

### **Management Committee Position Descriptions**

#### **Duties of President**

1. Be responsible for the Management Committee members and the overall conduct of the Club's affairs.
2. Create and circulate to all committee members an Agenda for the monthly Management Committee meetings.
3. Chair the monthly Management Committee meetings.
4. Discuss the Club's Constitution, Policies and Bylaws with the Management Committee, following the establishment of a new committee.
5. Circulate to Committee Members an Agenda for the monthly General Meeting.
6. Chair the monthly General Meetings of the Club, welcome new members and assist with presenting badges and pins to them.
7. Provide notice for the newsletter of the death of any member.
8. Arrange for a venue for the Annual General Meeting.
9. Chair the Annual General Meeting of the club.
10. Create and circulate an agenda for the Annual General Meeting, to be sent out to the general membership at least 30 days prior to the meeting and included in the previous month's newsletter.
11. Make safe decisions for the General Membership and the Management Committee regarding the weather and meetings and cancel, if necessary as stated in the Policies.
12. Maintain contact with each Management Committee member providing executive support as appropriate.
13. Represent the Club at District, Regional and/or National levels of the Probud Club as required.
14. Be a Signing Officer for the Club's banking.

#### **Duties of Vice-President**

1. In preparation for a future term as President, assist in all activities and act for the President when required.
2. Represent the Club in outside activities when requested by the President or the Management Committee.
3. Arrange the venue for the Monthly General Meetings.
4. Arrange for the monthly biographical or special interest speaker.
5. Be responsible for the setup required for General Meetings, such as:
  - ensuring that attendance taker and greeters are present.
  - ensuring that a person is available to do ticket sales for coffee and draw.
  - ensuring that the poster with Past Presidents pictures is present.
  - putting out the Canadian flag and the 'Probud Club of South Muskoka' banner.
6. Arrange plaque for out-going President.
7. Prepare packages for new members of the Executive to include the Club's Constitution, Bylaws and Policies and Membership list.
8. Be a signing officer for the Club's banking.

## **Duties of Past President**

1. Form a Nominating Committee in March, composed of the Past President, Vice-President and a volunteer from the general membership.
2. Chair the Nominating Committee.
3. Present a slate of nominees to the Management Committee in June.
4. Perform the duties of Vice-president if that position is vacant.
5. Assist in all Club activities and act for the President/Vice president if required.
6. Represent the Club in outside activities when requested.

## **Duties of Treasurer**

1. Receive new membership dues and other monies paid by the membership.
2. Deposit all funds coming into the club.
3. Be a signing officer for the Club's banking.
4. Pay all accounts due and ensure payments are supported by invoices and receipts.
5. Transact the club's financial affairs in accordance with the Club's Constitution, By-Laws and Policies.
6. Provide monthly financial reports to the Management Committee.
7. Provide annual financial statements to the members.
8. Send a copy of the Club's Annual Return and the annual dues payable to Probus Canada (for insurance, etc) prior to the due date, October 31st.
9. Recommend investments to the Management Committee as appropriate.
10. Coordinate with the social events conveners regarding signed up attendees vs paid-up attendees.
11. Send a donation of \$25 to the Charity or Health Care Organization of the family's choice in the event of the death of a member.

## **Duties of Secretary**

1. Prepare minutes of the Management Committee meetings. Distribute a copy to each member of the Management Committee prior to its next meeting. After minutes have been approved file the final copy in archives.
2. Maintain a file of the Standard Constitution for Probus Clubs, the approved (original and amendments) Club By-Laws, Policies, Duties of Management Committee Members and other procedures.
3. Provide Probus Canada, by September 30th of each year, the Club's regular meeting place, day and time, the number of members as of the previous July 31st and the names, addresses and telephone numbers of its President and Secretary for inclusion in the Probus Canada Directory/Web Site.
4. Maintain all recent non-financial records of the club for the current and prior fiscal year, official minutes of a) management committee meetings b) general/Annual club meetings/ if recorded c) committee and other meetings if recorded.
5. Forward emails received to appropriate members of the Management Committee.
6. Act as Archivist.

## **Duties of Membership Chair**

1. Maintain a current membership list and distribute to the Management Committee monthly, if amended. The membership list shall be distributed to the general membership at least annually and shall include a statement that it is not to be used for commercial purposes.
2. Receive completed membership application forms. Present these to the Management Committee for approval and then maintain a current file of approved applications.
3. Acknowledge to applicants that their application has been received and explain to them that their application will be presented to the next meeting of the Management Committee for approval.
4. Maintain a quantity of membership application forms and respond to requests for such forms.
5. Advise new members when their membership has been approved, giving them dates of the next meeting at which time they will be personally introduced.
6. Prepare new member packages for presentation to new members at this meeting, the package to include a Welcome Letter, the Probus Standard Constitution, Probus Policies, Club Bylaws, Probus name badge with a red dot to indicate a new member and a Membership List.
7. Advise members in good time (usually May) that annual dues are payable in June. Work with the Treasurer to collect cheques for annual dues from the members and ascertain who is renewing and who is not. Should Initiation or Membership Fees increase, make an announcement at a General Meeting and in the Newsletter.
8. Maintain a file of Invoices for the purchase of tags, nametags, ribbons, etc along with instructions regarding where they were purchased.
9. For each General Meeting, supply the Attendance Takers with an Attendance Sheet which includes all active members plus all known expected guests.
10. Advise the Management Committee of members who are deserving of a Life or Honorary Membership

## **Duties of Speakers Chair**

1. Compile a list of potential speakers. Speakers must have experience/expertise or an occupation or business, which is the reason we have invited them to share their story. Potential speakers can be found by contacting other Probus groups, other community groups, through the internet and on recommendation of other Probus members.
2. Get approval of the Management Committee before booking any speaker.
3. Ensure that a guest speaker is scheduled at least 3 months in advance (if possible) and have a backup plan in case of cancellation of the guest speaker.
4. When booking the speaker, inform them of the date, location and time they will be speaking (11 am – 12 pm, questions included) and offer the use of our computer, projector and screen. The speaker is welcome to join our meeting at the beginning or arrive during the coffee break. Advise the speaker that our policies do not permit them to overtly solicit for a specific organization, product or service in the course of their talk. They are welcome to mention in passing that these are available and to place promotional materials on our display table and to offer items for sale after the meeting.
5. Inform the speaker that they will receive an Honorarium, which they may use as they wish. The Honorarium is in the form of a cheque made out to the speaker.
6. Request the speaker provide a short biographical sketch and a photo. The biography can be used for the newsletter and is also for the introducer to use. The photo is for the newsletter.
7. Confirm the availability of the speaker before the Management meeting prior to the speaker's talk. At that Management meeting, advise the President of the list of upcoming speakers and provide the name of the introducer and thanker for the upcoming meeting.
8. Advise the Treasurer whom to make the cheque payable to. If the Management committee so determines and the speaker agrees, advise the member in charge of advertising to provide advance

notice to the local media and provide the biography and photo (if necessary) for this. The biography and picture must be forwarded to the newsletter editor at least two weeks prior to the meeting.

9. On the day of the meeting, greet the speaker and introduce him/her to the President and the introducer. Provide the thanker with the Honorarium cheque for the speaker.
10. After the meeting write a thank you email to the speaker on behalf of the President and members who attended, with a copy to the President.
11. For last minute cancellation of speakers, have on hand an hour documentary of interest, or a member who may be able to do a Power Point Presentation on a trip or something else interesting.
12. It is a good idea to share names of speakers with other Probus groups.

### **Duties of Special Interests Chair:**

1. Coordinate the activities of various special interest groups.
2. Stimulate membership participation in group activities.
3. Encourage established groups to be open and welcoming and not exclusionary by reserving at least 2 guest spaces.
4. Mentor and support the creation of new groups.
5. Recruit and work with Interest group leaders. Advise each group that they are to keep a running record of all who attended and file the record quarterly with the Secretary.
6. Prepare monthly schedules of group activities for the newsletter.
7. Work with leaders to avoid conflicts with other club activities.
8. Liaise with other Probus clubs for special interests.

### **Duties of Social Events Chair**

1. Strike a Social Committee to decide on and plan the social events for the club for the following year.
2. Inform the Management Committee and Newsletter Editor about the events to come as well as keeping the Management Committee informed about the progress and final details of any event.
3. Inform the general membership about all events.
4. Work with/inform the Treasurer to determine the cost of all events taking into consideration costs and other expenses (bus driver's tip etc.). Pay all expenses. Do a final report with the Treasurer.
5. Keep a running record of all who attended and file the record quarterly with the Secretary.
6. For any event where a fee is paid, a record is required to include: the name, address, telephone number of the member and whether the fee has been paid. File the record quarterly with the Secretary.

**Social Committee** - Four or more people (the more the better) who work with the Social chair to arrange social activities. Often, a member will take the lead role in organizing an event with assistance from others.

### **Duties of Newsletter Editor**

1. Produce a newsletter each month containing:
  - Remarks from the President, if any.
  - Key agenda items for the next General Meeting
  - Promotion of the next two guest speakers
  - Updates on the Social Calendar

- Updates on Special Interest Group activities
  - Contact information for the Management Committee
  - Other items of interest
2. Distribute the newsletter electronically to all members with e-mail.
  3. Provide the Secretary with a copy of all newsletters for the club's archives.
  4. Receive reports from various Chairs to consolidate into the Newsletter using word. Reports are converted to one font style to provide uniformity.
  5. Cutoff date for reports to be received is two weeks before the monthly Probus meeting.
  6. The email addresses are extracted from the published Membership List.
  7. Email the Newsletter one week before the monthly Probus meeting. The Newsletter is sent as an attachment in PDF format. Arrange to mail the Newsletter to those who do not have an email address.

### **Duties of Website Master**

1. Update the website to include the current Newsletter.
2. Update the website to include photos authorized to be posted.
3. The website is a Google site. Tasks to be performed can be asked on Google and there are several responses available to follow.

### **Duties of Members-at-Large**

1. Represent Club Members by advising the President and Management Committee of any issues or concerns that members may have about the operations of the club and its committees.
2. Informally seek out new members to ensure they feel comfortable and welcome.
3. Seek out and interact with members who might appreciate fellowship at meetings.
4. Provide support to Management Committee members (when possible) during vacations or illness.
5. Become familiar with the role and current responsibilities of the Management Committee members and thus be prepared to assume positions in the future.
6. Assist with the overall operations of the club as required. (ie. -collecting monthly fees, being a greeter, assisting with setting up for events, etc.)
7. Promote Club meetings in the media.

### **Duties of Care Bear**

The Club wants to show its support to members in times of illness or bereavement.

1. In the event of the death of a member, a donation of \$25 will be made to the charity or health care organization of the family's choice. Notify the Management Committee and the Treasurer, providing the Treasurer with the necessary information of the charity of choice.
2. In the event of a death in a member's family, an appropriate card will be sent to the member expressing our sympathy. Notify the Management Committee.
3. In the event of the illness of a member, an appropriate card will be sent to the member expressing our best wishes. Notify the Management Committee.
4. The cost of cards and stamps will be reimbursed.
5. Make a monthly report to the Newsletter when cards have been dispersed.