

## Uxbridge PROBUS Club Role Descriptions

Overall Responsibilities	Specific Responsibilities
<p><b>President (Officer)</b>            1. Provides direction to the Management Team and shares pertinent information with the membership</p>	<ul style="list-style-type: none"> <li>-Ensures there is an agenda for monthly Management Team meetings and general meetings</li> <li>-Chairs monthly Management Team meetings, monthly general meetings and Annual General Meeting</li> <li>-Communicates regularly with members via meetings, newsletters, emails and/or website</li> </ul>
<p>2. Acts as the official spokesperson for the club (or arranges for a delegate) within the local community, as well as in provincial and national PROBUS groups</p>	<ul style="list-style-type: none"> <li>-Liaises with PROBUS Canada and other PROBUS groups</li> <li>-Promotes the club within the local community</li> </ul>
<p>3. Makes decisions on behalf of the club with input from the Management Team and ensures that all actions are in accordance with policies and by-laws</p>	<ul style="list-style-type: none"> <li>-Approves expenses for the club</li> <li>-Decides on changes to policy and by-laws and ensures they are being upheld</li> <li>-Chairs a Nominating Committee and recommends appropriate nominees from membership</li> </ul>
<p><b>Past President (Officer)</b>            1. Counsels and supports the President</p>	<ul style="list-style-type: none"> <li>-Brings past decisions and policies to discussions to provide continuity</li> <li>-Represents the President as chair of meetings or in the community when the President is unavailable</li> </ul>
<p><b>Vice President(s) (Officer)</b>            1. Counsels and supports the President</p>	<ul style="list-style-type: none"> <li>-Provides a sounding board for the President to discuss direction for the club</li> <li>-Proofreads and provides suggestions for documents written by the President</li> </ul>
<p>2. Fills in for the President when needed</p>	<ul style="list-style-type: none"> <li>-Chairs meetings and represents the President when the President is unavailable</li> <li>-Prepares to assume the role of President</li> <li>-Assumes roles and responsibilities as they arise</li> </ul>
<p><b>Treasurer (Officer)</b>            1. Maintains and reconciles account and signature records in a financial institution approved by the Management Team</p>	<ul style="list-style-type: none"> <li>-Arranges for signing privileges at an approved financial institution for at least 3 of the following: Treasurer, President, Vice President, Past President or Secretary</li> <li>-Pays expenses that have been approved by the Management Team</li> <li>-Accepts or oversees all payments for Club activities and memberships</li> </ul>
<p>2. Prepares the Annual Budget for approval by Management Team</p>	<ul style="list-style-type: none"> <li>-Arranges for an annual review of accounts by a qualified member who is not on the Management Team</li> <li>-Maintains running totals for various expenses and incomes (i.e. rental space, membership dues, insurance, annual registration in PROBUS Canada)</li> </ul>
<p>3. Presents Treasurer's Report at meetings</p>	<ul style="list-style-type: none"> <li>-Presents Monthly Treasurer's Reports at Management Team Meetings</li> <li>-Presents Annual Treasurer's Report at AGM</li> <li>-Records all financial transactions and maintains records</li> </ul>

<p><b>Secretary (Officer)</b> 1. Records the minutes of Management Team meetings and AGM</p>	<ul style="list-style-type: none"> <li>-Prepares draft agenda for Management Team meetings and forwards to President to finalize and distribute</li> <li>-Records attendance at the Management meetings</li> <li>-Records the minutes of the AGM and Management meetings and distributes prior to the next meeting</li> </ul>
<p>2. Functions as the Club Archivist (or arranges for a delegate)</p>	<ul style="list-style-type: none"> <li>-Maintains copies of the current By-Laws and Policies documents</li> <li>-Retains copies of meeting minutes for future use and reference</li> </ul>
<p>3. Distributes correspondence to and from the Management Team</p>	<ul style="list-style-type: none"> <li>-Collects, sorts and forwards Canada Post mail to the appropriate team member</li> <li>-Maintains a filing system for all correspondence and documents</li> <li>-Arranges for cards to be sent to members (i.e. sympathy, get well) on behalf of the club</li> </ul>
<p><b>Social Chair</b> 1. Plans Social Events for Uxbridge PROBUS</p>	<ul style="list-style-type: none"> <li>-Selects members of Social Committee and delegates responsibilities as required</li> <li>-Investigates and makes arrangements for running monthly events (books events with venue or tour company, arranges for bus charters if needed, makes meal arrangements, etc.) with the assistance of Committee</li> <li>-Calculates the costs associated with the event and prepares a price per person</li> <li>-Prepares flyers, sign-up sheets and posters to promote events at general meetings, in newsletters, on website, updated social calendar, etc.</li> </ul>
<p>2. Runs Social Events for Uxbridge PROBUS</p>	<ul style="list-style-type: none"> <li>-Maintains records of all persons who sign up for events (including emergency contact info) and collect payments by cheque or e-transfer assisted by the Treasurer</li> <li>-Sends out confirmations and reminders for those attending events</li> <li>-Arranges to have committee members at the event or bus pick-up point to verify members are in good stead</li> </ul>
<p>3. Reviews and reports on Social Events</p>	<ul style="list-style-type: none"> <li>-Arranges for photos and reports of the event for newsletter and/or website</li> <li>-Updates any issues/highlights to social committee, management team and general membership</li> <li>-Coordinates with Treasurer to ensure funds received and spent are accurate</li> </ul>
<p><b>Interest Groups Chair</b> 1. Promotes Interest Groups to the general membership.</p>	<ul style="list-style-type: none"> <li>-Provides updates on Interest Group activities at General Club meetings, in newsletters and on website</li> <li>-Solicits Coordinators for Interest Groups and provides assistance (when required) to get started</li> <li>-Encourages Coordinators to promote their groups at monthly general meetings</li> </ul>
<p>2. Updates Coordinators on incoming requests to join Interest Groups</p>	<ul style="list-style-type: none"> <li>-Provides sign-up sheets at General Meetings</li> <li>-Sends new member requests to Coordinators after verifying applicant is a member in good standing</li> <li>-Creates waiting lists when necessary</li> </ul>

<p><b>Membership Chair</b></p> <p>1. Receives, processes and maintains application forms</p>	<ul style="list-style-type: none"> <li>-Orders and distributes membership badges</li> <li>-Provides application forms either on-line or on paper (including at monthly general meetings)</li> <li>-Organizes and maintains a wait list if current membership has reached its limit</li> </ul>
<p>2. Maintains up-to-date records of members' information</p>	<ul style="list-style-type: none"> <li>-Maintains and updates a digital database of members' data (i.e. phone, postal and email addresses) and ensures that privacy and confidentiality are respected</li> <li>-Ensures all members are in good standing</li> <li>-Coordinates with Treasurer to collect annual membership dues</li> </ul>
<p>3. Checks and maintains PROBUS general G-mail account</p>	<ul style="list-style-type: none"> <li>-Monitors and distributes the PROBUS general G-mail account</li> <li>-Forwards relevant e-mail to the appropriate member</li> </ul>
<p><b>Speakers Chair</b></p> <p>1. Obtains recommendations for speakers</p>	<ul style="list-style-type: none"> <li>-Fields suggestions for speakers from Management Team and general membership</li> <li>-Collects and shares Information and ideas for speakers with other PROBUS groups in the area-Maintains an on-going list of speakers and contact information (both potential and historic)</li> <li>-Ensures the total fees paid to speakers stays within the budget for the fiscal year</li> </ul>
<p>2. Contacts potential speakers and makes appropriate arrangements</p>	<ul style="list-style-type: none"> <li>-Secures speaker program schedule several months in advance</li> <li>-Connects with speakers to find out their specific needs (table for books, introduction info, payment preference, audio-visual needs, providing directions, etc.)</li> <li>-Obtains relevant bio, photo and presentation topic to provide to Webmaster and Newsletter Chair for promotion before due dates</li> </ul>
<p>3. Liaises with speakers before, during and following their presentations</p>	<ul style="list-style-type: none"> <li>-Maintains regular contact with speakers prior to presentation reiterating date and time</li> <li>-Greet the speaker at the location, assists with set-up, provides a brief introduction and gives closing thanks (if requested by meeting Chair)</li> <li>-Follows up with speaker shortly after the presentation to thank them and ensure payment (if arranged) has been received</li> </ul>
<p><b>Site Administrator</b></p> <p>1. Updates, maintains and improves the Uxbridge PROBUS website</p>	<ul style="list-style-type: none"> <li>-Receives information monthly from Social, Interest Group, Speaker and Newsletter Chairs for updates to the website</li> <li>-Includes such information as the Uxbridge Management Job Descriptions, Constitution, By-Laws, Membership Forms, etc.</li> <li>-Provides links to PROBUS Canada and PROBUS Global Websites</li> </ul>
<p>2. Manages existing Gmail accounts and digital subscription payments</p>	<ul style="list-style-type: none"> <li>-Acts as the recovery email for all Management Team Gmail accounts in case of problems</li> <li>-Maintains subscriptions with internet, Web Providers, Hosts and Club Domain Name</li> </ul>
<p><b>House Chair</b></p> <p>1. Recruits and manages teams of volunteers to ensure monthly General Meetings run smoothly</p>	<ul style="list-style-type: none"> <li>-Recruits and trains (if necessary) volunteers to assist at monthly meetings in such roles as Refreshment Prep &amp; Cleaning, Tables and Chairs Set Up &amp; Take Down, Greeting, Audio-visual &amp; Technology Management</li> <li>-Ensures teams are available and organized prior to monthly meetings</li> </ul>

2. Oversees supplies and materials needed for General Meetings	<ul style="list-style-type: none"> <li>-Oversees purchase of refreshments and such other resources as signage, decor, equipment as first approved by management team</li> <li>-Submits receipts to Treasurer for reimbursement and maintains financial records of expenses</li> </ul>
3. Communicates with volunteers, membership and management team	<ul style="list-style-type: none"> <li>-Prepares a monthly reminder for volunteers via the newsletter and website</li> <li>-Reports to management team at monthly meeting</li> <li>-Provides greetings at general meetings to share updates and encourage participation</li> </ul>
<p><b>Newsletter Editor</b></p> <p>1. Creates an enjoyable and informative monthly publication for Uxbridge PROBUS</p>	<ul style="list-style-type: none"> <li>-Requests submissions from Management Team (including President, Social Chair, Interest Groups Chair, Speakers Chair) at least one week prior to publication date</li> <li>-Edits, arranges and organizes the submissions into a monthly newsletter including cropping photos, reformatting articles and inserting appropriate graphics</li> <li>-Locates and shares humorous items as a regular feature</li> </ul>
2. Distributes newsletter to local membership and nearby PROBUS groups	<ul style="list-style-type: none"> <li>-Distributes newsletter electronically to membership</li> <li>-Requests printing of newsletter by Social Committee for members who require print copy</li> <li>-Sends newsletter to nearby PROBUS chapters and shares ideas with editors from other clubs</li> </ul>
<p><b>Members At Large</b></p> <p>1. Attends monthly management meetings (in a non-voting capacity)</p>	<ul style="list-style-type: none"> <li>-Offers suggestions and input on topics of discussion</li> <li>-Considers joining Ad Hoc Committees or becoming a Co-Chair</li> </ul>
2. Prepares to assist/assume the role of one of the Chairs or Officers	<ul style="list-style-type: none"> <li>-Becomes familiar with the positions on the Management Team and provides assistance where needed</li> </ul>