

## Uxbridge PROBUS Club Role Descriptions

Overall Responsibilities	Specific Responsibilities
<b>President (Officer)</b> 1. Provides direction to the Management Team and shares pertinent information with the membership	-Ensures there is an agenda for monthly Management Team meetings and general meetings -Chairs monthly Management Team meetings, monthly general meetings and Annual General Meeting -Communicates regularly with members via meetings, newsletters, emails and/or website
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	-Liaises with PROBUS Canada and other PROBUS groups -Promotes the club within the local community
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	-Approves expenses for the club -Decides on changes to policy and by-laws and ensures they are being upheld -Chairs a Nominating Committee and recommends appropriate nominees from membership
<b>Past President (Officer)</b> 1. Counsels and supports the President	-Brings past decisions and policies to discussions to provide continuity -Represents the President as chair of meetings or in the community when the President is unavailable
<b>Vice President(s) (Officer)</b> 1. Counsels and supports the President	-Provides a sounding board for the President to discuss direction for the club -Proofreads and provides suggestions for documents written by the President
2. Fills in for the President when needed	-Chairs meetings and represents the President when the President is unavailable -Prepares to assume the role of President -Assumes roles and responsibilities as they arise
<b>Treasurer (Officer)</b> 1. Maintains and reconciles account and signature records in a financial institution approved by the Management Team	-Arranges for signing privileges at an approved financial institution for at least 3 of the following: Treasurer, President, Vice President, Past President or Secretary -Pays expenses that have been approved by the Management Team -Accepts or oversees all payments for Club activities and memberships
2. Prepares the Annual Budget for approval by Management Team	-Arranges for an annual review of accounts by a qualified member who is not on the Management Team -Maintains running totals for various expenses and incomes (i.e. rental space, membership dues, insurance, annual registration in PROBUS Canada)
3. Presents Treasurer's Report at meetings	-Presents Monthly Treasurer's Reports at Management Team Meetings -Presents Annual Treasurer's Report at AGM -Records all financial transactions and maintains records

<b>Secretary (Officer)</b> 1. Records the minutes of Management Team meetings and AGM	-Prepares draft agenda for Management Team meetings and forwards to President to finalize and distribute -Records attendance at the Management meetings -Records the minutes of the AGM and Management meetings and distributes prior to the next meeting
2. Functions as the Club Archivist (or arranges for a delegate)	-Maintains copies of the current By-Laws and Policies documents -Retains copies of meeting minutes for future use and reference
3. Distributes correspondence to and from the Management Team	-Collects, sorts and forwards Canada Post mail to the appropriate team member -Maintains a filing system for all correspondence and documents -Arranges for cards to be sent to members (i.e. sympathy, get well) on behalf of the club
<b>Social Chair</b> 1. Plans Social Events for Uxbridge PROBUS	-Selects members of Social Committee and delegates responsibilities as required -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 -Calculates the costs associated with the event and prepares a price per person -Prepares flyers, sign-up sheets and posters to promote events at general meetings, in newsletters, on website, updated social calendar, etc.
2. Runs Social Events for Uxbridge PROBUS	-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 -Sends out confirmations and reminders for those attending events -Arranges to have committee members at the event or bus pick-up point to verify members are in good stead
3. Reviews and reports on Social Events	-Arranges for photos and reports of the event for newsletter and/or website -Updates any issues/highlights to social committee, management team and general membership -Coordinates with Treasurer to ensure funds received and spent are accurate
<b>Interest Groups Chair</b> 1. Promotes Interest Groups to the general membership.	-Provides updates on Interest Group activities at General Club meetings, in newsletters and on website -Solicits Coordinators for Interest Groups and provides assistance (when required) to get started -Encourages Coordinators to promote their groups at monthly general meetings
2. Updates Coordinators on incoming requests to join Interest Groups	-Provides sign-up sheets at General Meetings -Sends new member requests to Coordinators after verifying applicant is a member in good standing -Creates waiting lists when necessary

<b>Membership Chair</b> 1. Receives, processes and maintains application forms	-Orders and distributes membership badges -Provides application forms either on-line or on paper (including at monthly general meetings) -Organizes and maintains a wait list if current membership has reached its limit
2. Maintains up-to-date records of members' information	-Maintains and updates a digital database of members' data (i.e. phone, postal and email addresses) and ensures that privacy and confidentiality are respected -Ensures all members are in good standing -Coordinates with Treasurer to collect annual membership dues
3. Checks and maintains PROBUS general G-mail account	-Monitors and distributes the PROBUS general G-mail account -Forwards relevant e-mail to the appropriate member
<b>Speakers Chair</b> 1. Obtains recommendations for speakers	-Fields suggestions for speakers from Management Team and general membership -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) -Ensures the total fees paid to speakers stays within the budget for the fiscal year
2. Contacts potential speakers and makes appropriate arrangements	-Secures speaker program schedule several months in advance -Connects with speakers to find out their specific needs (table for books, introduction info, payment preference, audio-visual needs, providing directions, etc.) -Obtains relevant bio, photo and presentation topic to provide to Webmaster and Newsletter Chair for promotion before due dates
3. Liaises with speakers before, during and following their presentations	-Maintains regular contact with speakers prior to presentation reiterating date and time -Greets the speaker at the location, assists with set-up, provides a brief introduction and gives closing thanks (if requested by meeting Chair) -Follows up with speaker shortly after the presentation to thank them and ensure payment (if arranged) has been received
<b>Site Administrator</b> 1. Updates, maintains and improves the Uxbridge PROBUS website	-Receives information monthly from Social, Interest Group, Speaker and Newsletter Chairs for updates to the website -Includes such information as the Uxbridge Management Job Descriptions, Constitution, By-Laws, Membership Forms, etc. -Provides links to PROBUS Canada and PROBUS Global Websites
2. Manages existing Gmail accounts and digital subscription payments	-Acts as the recovery email for all Management Team Gmail accounts in case of problems -Maintains subscriptions with internet, Web Providers, Hosts and Club Domain Name
<b>House Chair</b> 1. Recruits and manages teams of volunteers to ensure monthly General Meetings run smoothly	-Recruits and trains (if necessary) volunteers to assist at monthly meetings in such roles as Refreshment Prep & Cleaning, Tables and Chairs Set Up & Take Down, Greeting, Audio-visual & Technology Management -Ensures teams are available and organized prior to monthly meetings

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>
<b>AV Technician (reports to House Chair)</b> 1. Maintains Uxbridge Probus AV resources (physically and organizationally)	<ul style="list-style-type: none"> <li>- Maintains a master list of AV equipment owned by the club</li> <li>- Stores AV equipment between uses</li> <li>- Creates and updates a booking calendar</li> </ul>
2. Arranges for set-up and removal of AV equipment at Probus meetings (with assistance from team)	<ul style="list-style-type: none"> <li>- Brings necessary equipment to monthly general meetings</li> <li>- Trains volunteers in set-up and take-down procedures</li> <li>- Assists Speakers' Chair in meeting the AV needs of our guest speakers</li> </ul>
3. Approves loan of AV equipment to Probus members (in accordance with AV Usage Policy)	<ul style="list-style-type: none"> <li>- Assists with AV requirements for authorized Probus events and meetings scheduled by Management Team</li> <li>- Authorizes use of AV equipment for outside events by Probus members if request does not conflict with a scheduled event</li> </ul>
<b>Newsletter Editor</b> 1. Creates an enjoyable and informative monthly publication for Uxbridge PROBUS	<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>
<b>Members At Large</b> 1. Attends monthly management meetings (in a non-voting capacity)	<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>

## **Clarification on Term Limits for Management Team Roles**

1. The length of the term is applied to the person occupying the role, not the role itself.
2. Roles are normally two or three years, as agreed to by the incumbent at the start of the term. Some terms, such as President, Vice-President and Past-president have defined terms of 2 years. Members at Large have a non-renewable one-year term.
3. Incumbents (except Members at Large, President, Vice President and Past President), should they wish to extend their term, shall make their name known to the Nominating Committee for consideration for the upcoming slate of candidates.
4. In no instance may a member serve on the Management Team for more than 10 consecutive years (in all management roles combined).
5. The Nominating Committee is charged with finding replacements for people leaving the Team. Outgoing members are encouraged to offer suggestions and advice.
6. Transition is important. The outgoing team member is expected to mentor the new incumbent for several months until the new person is well-prepared to assume the responsibilities.
7. To ensure continuity, 'Vice-chair' roles have been created. These members support the Chair and may be part of the management team.
8. When both the Chair and Vice-chair of a role are present at the Management Team meeting, only the Chair may cast a vote for items requiring a vote.