

Responsibilities

The President is chair of the Management Committee and a Signing Officer of the Club. The President is the principal officer of the Club and is responsible to the Membership and to the Management Committee to ensure that the programs and policies of the Club reflect the needs and aspirations of the membership.

The President ensures that the Club develops and maintains necessary Bylaws, Policies and Procedures and carries out its operations consistent with the Constitution of Probus Canada.

Duties

1. The President chairs all meetings of the PROBUS Club of Milton and the Management Committee.
2. Prepares an agenda for each General Meeting, including the Annual General Meeting.
3. Prepares and distributes an agenda to the members of the Management Committee prior to every meeting.
4. Supports and defends policies and programs adopted by the Management Committee.
5. Through the Management Committee and in concert with the Treasurer, helps develop and recommend an annual budget. With the Treasurer, ensures that the finances of the Club are maintained within the budget and are reviewed annually.
6. Annually reviews the President's job description and presents recommended changes to the Management Committee for approval.