

# The PROBUS Club of Milton

## VICE PRESIDENT

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January 2025

### **Responsibilities:**

The Vice President is a member of the Management Committee and a Signing Officer of the Club. The Vice President shall perform the duties of the President in the absence of the President. The Vice President will become the President following the term end or resignation of the current President.

### **Duties:**

1. The Vice President works closely with the President to become familiar with the President's role, including the chairing of meetings.
2. Chairs Management Committee and General Meetings in the absence of the President.
3. Take the opportunity to get to know Club members and meet guests and visiting PROBUS members on a fellowship basis.
4. Is responsible for taking the Suggestion Box to all General Meetings, collecting it at the end of the meetings, and passing on any suggestions to the Management Committee for action.
5. With the assistance of the Past President, is responsible for the administration of the Share the Wealth draw, in accordance with the current PROBUS Club of Milton Share the Wealth policy.
6. Acts as a backup to the Secretary in the administration of the Milton PROBUS One Drive "Cloud" file, including knowledge of the password necessary to edit this secure drive.
7. Coordinates the "Member Experience" segment to the monthly General Meetings as time and candidate availability allows.
8. Annually reviews the Vice President's job description and presents recommended changes to the Management Committee for approval.