

PAST PRESIDENT

January 2025

Responsibilities

The Past President is a voting member of the Management Committee and serves as a resource to other members of the Management Committee.

Duties

1. Chair the Nominating Committee for the election of members of the Management Committee. Recruit two other Past Presidents or, if not available, two members in good standing to serve with him/her. The attached Nominating Committee Schedule will be followed while acting as Chair of the Nominating Committee.
2. In cooperation with the Communication Director(s), ensure that notice of the election of officers is given and nominations forms are available one or two months prior to closing date for nominations and that they are returned as specified in the Club Bylaws.
3. After the election of officers, ensure that PROBUS CANADA is advised of the names, addresses and telephone numbers of the incoming President (photo if available), Vice-President and Secretary (for inclusion in the PROBUS Directory).
4. At the conclusion of the Annual Meeting and election process, ensure that the Secretary (for the Archives) is provided with a photograph of the Management Committee and of the President, including the name and position of each individual member.
5. Annually review the Past President's job description and present recommended changes to the Management Committee for approval.
6. The Vice President and Past President will be responsible for the administration of the "Share the Wealth" draw in accordance with the current PROBUS Club of Milton's Share the Wealth Policy

MANAGEMENT COMMITTEE NOMINATING PROCEDURE SCHEDULE

NOV - At the November Management Committee meeting all members of the Management Committee should be asked if they wish to serve for the next year. A list of Management Committee positions to be filled for the next year, reference bylaw #4, should be reported at the November Management Committee meeting.

DEC - The Nominating Committee will be determined as per Bylaw #4.

The notice should be prepared by the Nominating Committee for inclusion in the January newsletter (see suggested format below).

JAN - The Nominating Committee commences to canvas all members of the Club for those positions on the Management Committee required to be filled. The notice is repeated in the February newsletter including any changes from the original notice.

FEB - The slate for the Management Committee, reference bylaw #3, is published in the March newsletter showing names & positions, noting that further nominations will be considered by the Management Committee if received in writing by the Secretary on or before March 15th.

MARCH - The slate for the Management Committee, with names and positions, is announced at the March membership meeting. At the March Management Committee meeting the Secretary will report any new nominations received on or before March 15th. Once these are accepted by the Management Committee, the slate for the Management Committee is published in the April newsletter. The Nominating Committee Chairperson will prepare any required ballots for the Annual General Meeting and select two scrutinizers to preside at the elections.

NOTICE

Nominations for the Management Committee

If you are interested in serving on the Management Committee, contact one of the Nominating Committee, *Chairperson* (phone #), *Second Person* (phone #), *Third Person* (phone #). All Management Committee job descriptions are available from the Secretary for interested members. The following Management Committee positions are vacant this year:

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