

Probus Ski Legends Executive Responsibilities

President

1. Leads the General Committee and Executive to ensure effective Club operation.
2. Prepares monthly Committee Agendas.
3. Call and Chairs Committee meetings and AGM.
4. Represents the Club where appropriate.
5. Liaises with PROBUS Canada, including receiving correspondence from PROBUS Canada.
6. Inducts new members to the General Committee

Further Details:

- Prepares a monthly Chair's Message for the newsletter.
- Oversees all activities, by staying in contact with those responsible for each activity to ensure that their area of responsibility is under control and up to date. If not, then take the necessary steps to ensure the activities' success.
- Recruit prospects from the General Committee Members to stand for election to Primary Activity Roles.
- Provides notification for each meeting with an agenda for the meeting.
- Arranges for meeting location/ZOOM.
- Provides current information and updates to the head of Communications for Web Site posting and e-mail distribution.

Rev. August 2025