

PROBUS CLUB OF BRADFORD
Management Committee and Support Team
Role Descriptions

MANAGEMENT COMMITTEE ROLES

President:

1. Leads and directs the Management Committee and Club Members to ensure effective Club operations and finances.
2. Liaises with PROBUS Canada, including receiving correspondence from PROBUS Canada.
3. Chairs Club and AGM meetings.
4. Through leadership encourages club members to join the Management Committee or Support Team or volunteer to organize/assist with the running of activities and events.
5. Solicits agenda items from the Management Committee for discussion at the monthly Management Committee Meeting.
6. Prepares monthly Management Committee agenda.
7. Represents the Club where appropriate. For example, attends the PROBUS Communication Committee meetings.
8. Inducts new members.
9. Prepares a monthly President's Message for the club's newsletter.

Vice President:

1. Substitutes for the President as needed to chair meetings and represent the club. For example, covers for the President at Management Committee Meetings and General Meetings when the President is not available.
2. Works closely with the President becoming familiar with the club's operational duties with the intent to become the next President.
3. Responsible to ensure the Club's Bylaws are updated to reflect any new or changes to the club's practises. Post the current Bylaws document on the club's website. The Bylaws should be archived for three years and provides historic copies to the management committee where required.
4. Arrange for the Communication Chairperson to email the link to the Club's Bylaws to the members annually or when major changes occur.
5. Coordinate with the Management Committee updates to the Club's Role Description document (i.e., this document) and post the current Club's Role Description document on the club's website.
6. Assists the President in filling open Management Committee positions.
7. Acts as a Director without a portfolio.

Past President:

1. Counsels and supports the President.

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Secretary:

1. Records minutes of monthly Management Committee meetings and electronically distributes to the Management Committee members as a PDF document.
2. Archives meeting minutes for 3 years and provides historic copies to the management committee where required.
3. Create the annual meetings schedule for the dates of the Management Committee meetings and General Meetings. Obtain the President's approval of the dates. Shares the meeting schedule with the Management Committee.
4. Schedules the Management Committee meetings either with the Elden for in-person or arranges a ZOOM meeting.
5. The General Meetings have been arranged with the Church to be held in the morning of the 2nd Tuesday of the month. Contact the Church for any room set up changes required for the meeting. Arrange with the Elden for the snacks to be delivered prior to the General Meeting (9:30am).

Treasurer:

1. Presents a Treasurer's report for all monthly Management Committee meetings.
2. Prepares the Annual Financial report. Announces at the General Meeting that the report is available for members to review.
3. Arranges for an annual financial review of the accounts by our club auditor.
4. Informs the bank of changes in newly elected officers and arranges for a meeting to change the signing authorities.
5. Maintains and reconciles bank accounts.
6. Collects and deposits membership dues.
7. Accepts or oversees payments of all activities and operations of the club.
8. Pays all approved expenses.
9. Sends the club's annual insurance payment to PROBUS Canada.
10. Prepares a payment to the speaker or a charity requested by a speaker if applicable.
11. Archives Financial Records 7 years and provides historic copies to the management committee where required.

Social Chairperson:

The role of the Social Chairperson is to organize, coordinate and promote a variety of social events for club members. To accomplish this the chairperson:

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1. Presents a verbal report on social activities at Management Committee meetings.
2. Seeks budget approval for events from the management committee when necessary.
3. Researches and maintains a file of potential social events.
4. Maintains a yearly record of participants and participation rates.
5. Cooperates with the Presentation Chairperson and Communication Chairperson in the preparation of the event slides for General Meetings and email reminders and event updates as required.
6. Promotes events at General Meetings.
7. Cooperates with the Treasurer on the collection of payments for events.
8. Submits expenses and Event Reconciliation forms to the Treasurer.
9. Periodically surveys the membership to ascertain interests.
10. Welcomes event suggestions from club members.
11. Encourages club members to coordinate events in which they are interested.
12. Maintain a list of volunteers interested in assisting with social activities.
13. Share ideas and best practices with the social convenors of other local PROBUS Clubs.
14. Archives Event records (3 years plus current) and provides historic copies to the management committee where required.

Communication Chairperson:

1. Focal point for all of the PROBUS Club of Bradford's internal and external communication.
2. Responsible to author and email the monthly General Meeting's reminders and summaries. To help write the General Meeting's summary the Presentation Chairperson will email a pdf copy of the General Meeting's slides to you prior to the meeting.
3. Transmits other broadcast emails with information provided by other Management Committee members.
4. The club's communication must be sent from the club's email address (bradfordprobus@gmail.com) to the club members in a timely fashion.
5. Maintain the club's general contact email bradfordprobus@gmail.com by monitoring and answering or forwarding the emails to the relevant Management Committee members and deleting old correspondence or junk mail.
6. Collaborate with the Webmaster and Newsletter Author to ensure they receive information regarding the events, activities, speakers, and internal clubs for their publications.

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7. Ensure our communication's messaging has a positive tone and focused only on PROBUS events and activities. Our club's role is not to give advice or promote non PROBUS activities.
8. Maintain a current club membership email distribution list. Work with the Membership Chairperson to ensure the annual enrollment, new members and on-going membership changes are reflected in the email distribution list.
9. Archives emails to the club containing policy or important club information for 3 years and provides historic copies to the management committee where required.

Presentation Chairperson

1. Organize the General Meeting's presentation by working with the Management Committee to create the slides and insert videos based on upcoming events or Management Committee requests for their slides.
2. After the Management Committee meeting and prior to the General Meeting, send the Management Committee members who are presenting information at the General Meeting a copy of their slides for review. Ensure you receive confirmation that they approve their slides.
3. Add to the slide presentation an opening music video to start the meeting. The video's theme can be a topical event or season or related to an upcoming event or trip.
4. Ensure the flow of information and order of presenters runs efficiently.
5. Send a final set of slides (pdf) to the President for final approval prior to the General Meeting.
6. Collaborate with the Communications Chairperson, Webmaster and Newsletter Author to ensure they receive information regarding the events, activities, speakers, and internal clubs for their publications by sending a PDF copy of the final slides to them.
7. Bring the club's laptop loaded with the slide presentation to the General Meeting. The Set-up Team will connect the laptop to the projector and sound equipment. The presenters will advance their slides as they present their information.
8. After the General Meeting ensure you receive the club's laptop from the Set-up Team to take home. You are responsible to store, maintain and update the club's laptop.
9. Archives General Meeting Presentations for 3 years and provides historic copies to the management committee where required.

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Speakers Chairperson:

1. Consider and research type of speaker you would like to hear speak to the membership. For example: authors, sports figures, medical experts, comedians, social activists, etc.
2. Available resources exist to aid this search, including other PROBUS clubs and their websites, independent websites for guest speakers and word of mouth.
3. Remember the motto - "Never ask, never receive". This means, don't be intimidated by the name or reputation of a speaker you may really like. You'd be surprised who will say yes.
4. Send introductory email or phone call to potential speaker explaining who we are, our organization and desire to engage the person as a speaker.
5. Include fee structure, church address, month, day and time of event and request an answer regarding availability. Include your telephone number.
6. After acceptance, inquire as to the speaker's technology requirements, including the need for computer, microphones etc. Communicate these needs to the Set-up Team.
7. Send reminder email to speaker approximately four to five weeks before date of meeting.
8. Prepare introduction notes and arrange for cheque to be available for speaker at day of meeting. The Treasurer prepares the cheque.
9. Arrange for a member to thank the speaker on the club's behalf or decide to do the thanks yourself.
10. Send follow-up email to speaker the next day to thank them once again for visiting and entertaining our club.
11. Try to have three to four months of speakers booked in advance. This makes it less stressful when meeting dates are approaching fast.
12. Prepare an email for Communications Chairperson, Presentation Chairperson and Newsletter Author each month with a photo, name and description of the upcoming speaker that month and, if possible, the next two months speakers.
13. If required request a technical meeting with the Speaker and Presentation Chair discuss any special set up needed.
14. Update speaker list on spreadsheet and forward to the Webmaster to have the website updated.
15. The Speaker Chairperson is responsible to work with the Set-up Team to organize any slides or videos the Speaker may wish to present.
16. Archives speaker list and any important information 3 years and provide historic information to the management committee where required.

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Members Chairperson:

1. Create and maintain an updated membership list.
2. Inform Management Committee of any changes in the membership list and sends updated information and/or a new membership list to the Communication Chairperson both for distribution to the membership and the updating of the Club's email distribution list.
3. Greet members and record attendance at General Meetings.
4. Keep an ongoing record of membership attendance numbers.
5. Initiate discussion with the Management Committee regarding determining the cost of the Annual Membership Renewal fees.
6. Author the communication that will be sent to the club for the Membership Renewal process. Include information regarding membership fee, renewal form link and e-transfer email ID.
7. Send the Communication Chairperson the Membership Renewal communication to email to the members from the club's email ID.
8. Coordinate with the Treasurer to collect the annual dues.
9. Receive and process membership renewals.
10. Create and maintain a waiting list of potential new members.
11. Send the new members a copy of our Club's Bylaws, a current Newsletter and information about our general meetings and activities.
12. Archives membership list, new members applications, membership renewals and waiting list for 3 years and provides historic copies to the management committee where required.

Major Events Planners:

1. Run special large events such as Christmas parties, Club Anniversary celebrations and Canada Day celebrations. This list may include special teas or lunches or special touches for events such as Valentine's Day, St Patrick's, Day Mothers Day etc. or any other special event or celebration that the executive may suggest as a good idea.
2. Present a verbal report on the activities at the Management Committee Meeting.

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3. Attain budget approval for the event in question from the Management Committee.
4. Promotes the event at the General Meetings.
5. Works with the Treasurer for the collections of payments and funds to be paid out (e.g., to vendors or venues).
6. Submits expenses and Event Reconciliation form to the Treasurer.
7. Secure venue and caterer for the event.
8. Create themes and incorporate decorations if necessary.
9. Search for entertainment appropriate for an event if necessary.
10. Works with Management Committee for added touches to create a special event.

Members at Large:

1. Assist other executives in the delivery of their portfolios.
2. Seeks opportunities to fill gaps to deliver programs where an executive portfolio isn't currently covered.
3. Acts as a feeder position for future executive roles.

SUPPORT TEAM ROLES

Set-up Team:

1. Set-up a/v before the General Meeting including screen, laptop, microphone etc.
2. Presentation Chairperson is responsible for the PROBUS laptop and will bring the laptop to the meeting to be connected to the a/v equipment.
3. Take down equipment following meeting.
4. Responsible for the operation of the PROBUS Club of Bradford's Information Technology equipment.
5. Store, maintain and update the club's projector, and display screen along with any ancillary equipment.

Webmaster:

1. Webmaster for PROBUS Club of Bradford website. Responsible for design, maintenance, generating and revising web pages, examining and analyzing site traffic. Ensure the site is functioning properly and is available to users.

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Newsletter Author:

1. Collaborating with the Management Committee authors the club's newsletter.
2. Includes articles and pictures about club activities, events and trips highlighting the club's fellowship and fun.
3. Reviews and publishes the President's Message for the club's newsletter.
4. Includes interest stories like local history, famous people and jokes.
5. Sends the draft to the President to proof read it.
6. Sends the final newsletter to the Webmaster to post on the club's website.
7. Once the club's newsletter is posted on the website, ask the Communication Chairperson to email the newsletter link to the club members.

Auditor:

1. Annually audit the Club's financials in September.
2. Present the Audit Report to the President and Treasurer.

Coffee/Tea Team:

1. Responsible to purchase the tea, coffee, milk, cream, sugar, paper cups, paper plates and napkins. Claim the expenses for these items from the Treasurer.
2. Prior to the General Meeting make the Tea and Coffee.
3. Set out the cream, sugar, spoons, paper cups, paper plates and napkins.
4. Clean up the tables and kitchen.

Support Our Club Team:

1. In the lobby sell 50/50 draw tickets before the General Meeting.
2. Count the money received from the ticket sales and divide it into two amounts. Half for the club and half for the draw winner.
3. Give the Treasurer the club's half of the funds.
4. When it is time for the draw give the container with the sold tickets and the winning funds to the President.

Care Bear:

1. The President or a Management Committee member will contact you to send a get well or sympathy card to club members.
2. Send the card timely to the member and claim expenses for the cards and stamps from the Treasurer.