

ROLES AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE

All Management Committee positions must be nominated in accordance with the club Constitution and be duly elected at the Annual General Meeting. When a vacancy exists follow the protocol set in the club Constitution.

PRESIDENT

The duties of the President are summarised as follows:

- Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
- Should understand how to chair a meeting and protocol for motions, debate/discussion and voting;
- Should ensure that an agenda is prepared for the meeting;
- Should begin and end meetings on time;
- Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis;
- Should ensure that Committee recommendations are brought to the membership for decision/acceptance and ratification;
- It is the duty of the President to keep in mind and to remind members from time to time of the aims, objects and origins of Probus, emphasising the importance of fellowship, friendship and fun. It is recommended that this be done at the commencement of each meeting.
- To advance Probus fellowship beyond your own club, members should be encouraged to subscribe to the flagship publication of the Probus organisation and to take an interest in the articles and offers from sponsors and advertisers.
- Encourage members to contribute stories, articles, letters and photographs for publication in the magazines. Raise awareness and promote the magazine as a membership tool.
- It is a good idea to invite the President of your sponsoring Rotary club and your RDPC to special occasions (change-over, birthday/anniversary meetings and special functions), it is a gesture that is greatly appreciated.

EX OFFICIO

The Immediate Past President (IPP) is recognised as Ex-Officio on the Management Committee in recognition or virtue of his/her past service as club (or association) President. This is not an elected position, but is an appointment to offer support and advice. By-Laws/ Standing Resolutions may indicate the voting powers of the IPP; the IPP does not have any greater authority within the committee; the IPP is eligible to hold any other position on the Management Committee. If elected to such a position the IPP would only have one vote, as that elected officer.

A resolution by the members may include 'with voting rights' or 'without voting rights' in a By-Law or Standing Resolution. If the club is incorporated, the Ex-Officio's voting rights must be in line with the Model Rules.

VICE PRESIDENT

The duties of the Vice President are summarised as follows:

- Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
- Should understand how to chair a meeting and protocol for motions, debate/discussions and voting;
- Should work closely with the President to become familiar with the role and responsibilities of the Presidency;

- Should take the opportunity to meet all members, guests and visiting Probud members on a fellowship basis;
- Takes over the running of the meetings in the President's absence;
- Deals with any Presidential issues that may arise in the President's absence;
- Takes over the duties of any Committee member in their absence or arranges an alternative assistant;
- Assist any Committee member who has a heavy work load;
- Communicates regularly with the club Historian and Welfare Officer;
- Learn and understand the role of the President;

Clubs, by resolution of members, may consider the option to elect a Senior and Junior Vice President as part of the club's succession plan, in accordance with club Constitution, By-Laws and/or Standing Resolutions.

Clubs, by resolution of members, may further consider the option to create a By-Law or Standing Resolution establishing the protocol for the Vice (or Senior Vice) President to be President Elect for the ensuing year. Refer to established protocols.

SECRETARY

The duties of the Secretary are summarised as follows:

- The Secretary should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
- The Secretary records Minutes of Committee meetings and monthly general meetings and presents these Minutes at the following meeting for formal adoption as a 'true and correct record', ensures Minutes are signed by the President or Presiding Officer at the meeting and recorded in the Register of Minutes.

The membership determines how the Minutes are to be presented or circulated.

In some clubs the Secretary;

- circulates copies of the Minutes to the members prior to each monthly general meeting; - alternatively the Secretary reads the Minutes at the general meeting or reads a précis of the Minutes; - Some clubs have approval of the members to publish a brief report of each meeting in the club Bulletin or Newsletter.

In each case the accuracy of the Minutes or report is the responsibility of the Secretary, and it is the Secretary that presents the Minutes and moves the motion for formal adoption as a 'true and correct record'.

Should be consistent with the use of;

- Prepares agendas for each Management Committee meeting, general meeting, special general meeting and the Annual General Meeting and issues formal notices.
- Records Minutes of the Annual General Meeting and circulates as directed.
- Presents the Annual General Minutes at the following Annual General Meeting for formal adoption as a 'true and correct record' and must ensure Minutes are signed by the President or Presiding Officer at the meeting.
- Issues notice for the election of committee members and officers, nomination and proxy forms in accordance with the requirements of the Constitution.
- Keeps a register of names, addresses and such other information the club or PSP may require, of all members. If the club is incorporated, the Public Officer may also be required to keep a register of members.
- Keeps an up-to-date list of office bearers, Committee members and sub-Committee members including addresses, email and telephone numbers.

- Presents new applications for membership at the first Committee meeting after receipt. If there is no vacancy, the name should be placed on a waiting list or club protocol followed.
- If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Secretary at the Annual General Meeting. Such assistant to the elected Secretary does not have voting rights. However, if the assistant is acting for the Secretary in his/ her absence then the assistant would have one vote representing the elected Secretary. Such appointment and guidelines should be formally adopted as a Bv - Law or Standing Resolution.
- Responds to all correspondence in a timely manner. Correspondence should be presented to the Committee and files of all correspondence should be maintained.

ALL Official Probus correspondence will bear the Probus logo; other unidentified correspondence may be discarded as unsolicited mail if found to be inappropriate or returned to sender or sent to PSP to follow up on possible illegal use of club mailing address. Mail suited to activity officers and tour leaders should be passed onto the appropriate officer.

- The Secretary should work in conjunction with the Treasurer to ensure following the Annual General Meeting that the clubs accreditation requirements are met by completing and returning PSP Annual Returns and payment by due date of 30th April.

Payments include;

- PSP Administration and Insurance Capitation Fees for Members (ordinary, life and honorary) (no fees for non active members) and clubs self assessed Non Member Fees. Methods of payment - club cheque or B-Pay.

PSP have issued each club with the PSP Biller Code and a club individual B-Pay Reference Number; this information should be recorded and passed onto the Treasurer.

These forms include; - Directory Update

- Annual Return, Administration & Insurance Capitation Fee and Active Retirees™ Magazine Subscription Return - Statistical Information

- The Secretary or the Treasurer may be authorised to be responsible for the secured safe custody of club Petty Cash. The Treasurer or Secretary therefore must be responsible to reconcile the Petty Cash Float. In conjunction with the Treasurer arrange issue of petty cash funds for small outgoings, (such as printing and stationery, postage, telephone calls, morning tea expenses), and record in petty cash book. Members incurring expenditure should submit itemised claims with receipts and should be reimbursed at each meeting.
- In conjunction with the Membership Officer provide PSP with names and contact details of those individuals listed on the club waiting list to be included in the **CENTRAL REGISTER FOR PERSONS INTERESTED IN JOINING A PROBUS CLUB.**
- Provide PSP with current financial membership list on PSP sample template (refer PSP Membership Database)
- PSP will provide clubs with a copy of their submitted annual list which includes members Option 1 or Option 2 (as detailed in PSP Membership Database section) for updating and returned to PSP.
- Before vacating office at the end of your term, brief your successor on the Secretary's duties and any committee matters still pending or decisions still to be implemented; and hand over all records.
- The Secretary should work in conjunction with the Membership Officer to update the club listing for the PSP Membership Database which is a requirement of accreditation.

THE TREASURER

The role of Treasurer is important; and while it is not essential to have accountancy qualifications it is desirable that the Treasurer at least be familiar with elementary bookkeeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.

Should be consistent with the use of;

- The Treasurer should be aware of government concessions and taxation requirements for a Probus Club and ensure that these are complied with.
- Ensure that the club has a bank account with cheque facility and keep control of the cheque book. Two signatories should sign all cheques, and there should be at least four signatories available; Example; President, Vice President, Secretary, Treasurer; as detailed in the Constitution, By-Laws or Standing Resolutions.
- A Standing Resolution needs to be formally adopted by members to authorise the Treasurer and one other delegated officer, appointed by the Management Committee, to use Electronic Funds Transfers for payment of club accounts.
- The Treasurer needs to work in conjunction with the Secretary to arrange payment for PSP Annual Administration and Insurance Fees for members (ordinary, life and honorary) and clubs self assessed Non Member Fees – due following the Annual General Meeting; methods of payment include cheque or B-Pay. PSP have issued each club with PSP Biller Code and an individual B-Pay Reference number for club payments.
- If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Treasurer at the Annual General Meeting. Such assistant to the elected Treasurer does not have voting rights. However, if the assistant is acting for the Treasurer in his/ her absence then the assistant would have one vote representing the elected Treasurer. Such appointment and guidelines should be formally adopted as a ByLaw or Standing Resolution.
- If not included in the Constitution and if required the Management Committee may seek approval of the membership to approve the following By-Law or Standing Resolution; 'In the absence of the Treasurer a delegated officer, appointed by the Management Committee, shall be authorised to deposit all funds of the Association to the credit of the Association's account in the bank or other financial institution approved by the Committee'.
- Attend all meetings of the Committee and submit a detailed monthly report; and present a summarised financial statement to the monthly general meeting. (If unavailable, arrange for deputy to present statement.)
- The accuracy of the financial report is the responsibility of the Treasurer and it is the Treasurer that moves the motion to formally adopt the financial report for acceptance.
- Prepare a budget each year, giving consideration to the annual financial commitments and the club's existing financial position, and recommend the amount of members annual subscription; consider inclusion of magazine subscription as part of the fee and recommend new member joining fee. NB – effective 1st April, 2011 all newly accredited clubs will have an 80% membership mandatory magazine subscription level. This Policy does not apply to clubs formed prior to this date.)
- Collect annual subscriptions and issue receipts (Determine Club Protocol).
- If a charge is made for tea/coffee at monthly meetings, the Treasurer or other delegated officer should collect money from members as they arrive.
- Ensure club monies received are banked within two working days (to comply with insurance requirements).
- Pay all accounts by non-negotiable cheque or if applicable use EFT facility. Small accounts/ purchases can be also be paid using 'petty cash' with appropriate supporting documentation.
- Reconcile cash book balance with Bank Statement and follow up on any unrepresented cheques.
- Maintain close liaison with club Secretary and Membership Officer (and the Public Officer if the club is incorporated) in keeping register, attendance roll up to date; and also the financial

- Close books at the end of the club's financial year, submit accounts for audit and prepare a report for the Annual General Meeting.
- Arrange to update bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories for any reason).
- Prepare a list of the club's assets including the following information:
 - Purchase or market value (include date of purchase)
 - Depreciated value (for inclusion in Annual Financial Statement)
 - Name of officer responsible for each item
- Prepare guidelines detailing what items of expenditure incurred by officers may usually be considered for reimbursement.
- The Treasurer should work in conjunction with the Secretary to ensure that following the Annual General Meeting that the clubs accreditation requirements are met by completing and returning PSP Annual Returns and payment by due date of 30th April.

Payments include;

- PSP Administration and Insurance Capitation Fees for Members (ordinary, life and honorary) (no fees for non active members) and clubs self assessed Non Member Fees. Methods of payment include cheque or B-Pay. PSP have issued each club with the PSP Biller Code and a club individual B-Pay Reference number; this information should be recorded by the Secretary and the Treasurer. *These forms include;* - Directory Update
- Annual Return, Administration & Insurance Capitation Fee and Active Retirees™ Magazine Subscription Return - Statistical Information.

- The Treasurer or the Secretary may be authorised to be responsible for the secured safe custody of the Petty Cash. The Treasurer or Secretary therefore must be responsible to reconcile the Petty Cash Float. In conjunction with the Secretary arrange issue of petty cash funds for small outgoings, (such as printing and stationery, postage, telephone calls, morning tea expenses), and record in petty cash book.

Members incurring expenditure should submit itemised claims with receipts and should be reimbursed at each meeting.

- Before vacating office at the end of your term, brief your successor on the Treasurer's duties and any Committee matters still pending or decisions still to be implemented; and hand over all records.

NEWSLETTER OR BULLETIN OFFICER

Monthly newsletters vary widely in Probus, some providing concise news and announcements on a single A4 sheet and others assuming the proportions of a community newspaper. Their size, format and choice of material are the responsibility of the Editor (or Management Committee).

Editors should ensure Privacy requirements are met and include the following items in each issue:

- The day's guest speaker and subject
- Club speaker (if any)
- Program for the next two or three meetings
- Future outings and co-ordinators contact numbers for each outing
- Report of last meeting, often with a précis of the guest speaker's address and club member's talk
- News of club interest groups and co-ordinators contact numbers
- Annual Probus Rendezvous and pre and post touring packages

- Probus Travel Insurance
- Extracts from Active Retirees™ magazine; highlighting feature articles or special offers
- Probus National Photographic Competition, Probus Getaway and Probus Cruise Club.
- Reminder to visit Probus website and Probus Social Media
- Annual Literary Excellence Award
- Special news of members: birthdays, anniversaries, on overseas trips, hospital stays
- Information from the Management Committee and PSP. (Option to include news on Rotary projects and opportunities for members to act as volunteers)
- Include a Privacy Statement in the newsletter.

It is important that all members receive a copy of the newsletter to keep them informed on all club activities and matters as well as information from PSP. The members determine the method of circulation; post, email or collection from meeting. Consideration should be given to provide a copy of the newsletter and the method of distribution to those members absent or on leave.

It is recommended that a copy of the club monthly newsletter be sent to your sponsoring Rotary club, your RDPC, PSP and also to adjoining or sister Probus clubs. This will strengthen the relationship between Rotary and Probus, promote club activities. A copy should also be sent to the Editor of the Active Retirees™ Magazine and provide networking opportunities.

Some clubs have a deputy editor and/or a small sub-committee to be responsible for the newsletter.

Clubs may seek sponsorship from local businesses to cover newsletter printing and postage costs. Such sponsors would have recognition in the newsletter in the form of a small advertisement or statement. Example;

'This newsletter is kindly printed by Joe Blogg Pharmacy – 56 High Street, Somewhere – Tel: 00998989 – prescriptions home delivered.'

Sponsorship of club monthly newsletter does not authorise or entitle the sponsor to use the Probus name or Probus emblem Trademark.

No contracts to be undertaken or signed by clubs (or associations) without the approval of PSP (see guidelines for Trademark usage).

PROGRAM OR GUEST SPEAKERS OFFICER

Arranging interesting programs is one of the most important and challenging assignments in a Probus Club. To hold the interest of members, programs must be well balanced with informative and thought-provoking subjects presented by accomplished speakers. Some highly qualified people are uninteresting speakers; so it is a good idea, if possible, to check on a person's "track record" before extending an invitation to speak at your club. Club members should be asked regularly to provide the names of potential speakers.

In addition:

- Aim to arrange a varied program six months in advance
- Attend Committee meetings and provide a list of future speakers
- Give Newsletter Editor a list of future speakers each month for the information of members; and also announce names and subjects of next three speakers at each meeting
- Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus.
- Check payment or other expectation from speaker prior to confirming booking.
- Ask speaker for the title of the talk and biographical note (for the information of the newsletter editor and the member chosen to introduce the speaker)

- Follow up with a letter confirming the arrangements, setting out details of location, time (suggest arrival in time to have tea/coffee with members), length of address (up to 45 minutes plus question time). transport arrangements and your contact telephone number.
 - Follow up with reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (white board, screen, projector) and confirm any transport arrangements.
 - Greet speaker on arrival; offer refreshments, introduce to President, Committee and member who will be introducing the said speaker.
 - Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a small gift as a memento of the visit.
- Attractive small gifts with the Probus emblem are available from RDU Merchandise and Promotions. It is very important that the persons introducing and thanking the guest speakers be reminded that they are not extra quest speakers!
- Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in your own club who, if asked, will have a program prepared: but make sure you have more than one reserve speaker.
 - Many clubs have a Member talk at each meeting; for 10 minutes before the morning tea break about their professional or business career or some special interest. Such talks can be very interesting and help to promote friendship within the club.

Contact PSP for a state/territory speakers listing.

MEMBERSHIP OFFICER

The Membership Officer has two main responsibilities: member services and membership extension.

SERVICES - Within the club, the duties are simple:

- Prepare (or purchase) a name badge for each member.
- Ensure that name badges are available at each meeting, that they are handed to members as they arrive and collected before they leave. Alternatively members may hold their own badges.
- Maintain a record of members and visitors at each meeting and advise the Secretary of those present. (It may be necessary to provide a list to the venue management if it is a licensed club.)
- In co-operation with the Secretary and Treasurer, ensure that a complete list of members' names and addresses is maintained; and ensure that an updated copy is in the hands of the officer responsible for posting or delivering the club newsletter. (If the club distributes newsletters at meetings and mails copies to absent members, ensure that, after each meeting, a list of absentees is given to the member responsible for mailing.)

EXTENSION - For effective membership extension it is important that the club approved application form be used and that all applications bear the signature of the proposer and seconder as well as that of the applicant. It is suggested that the form should provide for information about the proposed member: date of birth, marital status (and name of spouse), former vocation, position(s) held in firm, department or organisation, titles, honours and awards, academic or professional qualifications.

Applications should not be issued unless the club has a vacancy for membership or has set a protocol for a waiting list. No monies should be accepted prior to acceptance of membership. (see sample Application for Membership Form in this handbook)

The induction of a new member should be carried out with dignity and the modest ceremony befitting the occasion. A common practice is for the President to call upon the proposer to introduce the member. The proposer does so, clearly announcing the new member's name, former vocation and current interests.

The President then very briefly outlines the purposes of Probus and inducts the new member in the format recommended by the PSP, presents the inductee with a Probus pin or badge and asks the members to extend a welcome, which they do by acclamation. (See sample Induction protocol)

Develop a New Member Induction Kit that contains;

- Induction certificate
- Club Constitutional Documents
- Club Newsletter
- *Active Retirees*TM Magazine
- Probus Travel Insurance Pack
- Probus Rendezvous flyer or brochure
- Club contact details and time/dates of regular club activities

After induction the Membership Officer should ensure that the proposer and/or seconder takes the new member in hand for the next few meetings to ensure that he/she meets and gets to know other members, is encouraged to join in club activities and becomes fully assimilated (refer to Membership Development segment).

Some clubs have new members wear a coloured ribbon for three months which identifies them to members as being new members of the club.

OUTINGS AND ACTIVITIES OFFICER

The job of the Outings, Activities and Tour Officer is demanding, exciting and rewarding. It requires planning and organisational skills, patience and imagination. It is usual to be organising an event and at the same time collecting monies for club outings and activities in advance. It would be recommended to appoint one or two assistants.

The Management Committee should consider and recommend for approval, every outing and activity once they are satisfied that the event will meet all club management guidelines and is financially viable. For insurance purposes all club activities must be recorded in club Minutes as 'a recognised activity of the club'.

The Officer should:

- Attend Committee meetings.
- Investigate and list suitable outings. Maintain liaison with other clubs with a view to arranging occasional joint outings.
- Ascertain feasibility - costs and booking arrangements
- Submit list of proposed outings to Management Committee.
- Ask members at general meetings for interests, suggestions and popularity of proposed outings.
- Book well ahead. Notify Publicity Officer, Newsletter Editor of arrangements for publication at least two months in advance of the date of outing. (N.B. check newsletter deadlines.)
- When announcing planned outings, be careful to give date, time and place of departure and return, costs, contact person's telephone number, clear directions (if members are to travel independently), and contingency plans.
- Collect money at a chosen date before each outing and keep complete records; issue receipts
- Give all money collected to Treasurer for banking and request club cheque in favour of coach and/or venue management (restaurants, hotels/motels)
- Carefully record all expenses, such as postage and telephone calls, and submit to Treasurer, with receipts if possible, for reimbursement.
- In costing each outing, ensure that all expenditure is covered but, as Probus is not a fundraising body, do not seek to make a profit. Surplus monies are banked into the general account of the

club.

- Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.
- Advise members of availability of Probus Travel Insurance - Contact PSP for Travel Insurance Pack to distribute to members for their consideration.

From time to time, Tour Officers may be invited to participate in 'Famil' programs. This enables the Tour Officer to experience a destination first hand in readiness for a club trip. For further information see contact details for PSP Core Sponsors. Clubs should set a protocol for FOC (free of charge) benefits offered to tour leaders.

WELFARE OR CARING OFFICER

The Welfare or Caring Officer is one who keeps in touch with sick or bereaved members or those members feeling isolated or lonely or who may be in need of moral support or physical help.

- Send cards with appropriate messages to sick or bereaved members.
 - Advise Executive Committee if support is needed, either by member visits or transport to meetings.
 - Offer suggestions to Committee.
 - Report to Management Committee as required, general meeting giving details of your activities.
- (Ensure Privacy to members)

HOSPITALITY OFFICER

- Report to the Management Committee as required.
- Recruit volunteers to hospitality Committee and arrange roster and allocate tasks.
- Ensure availability of equipment as required and that this is stored at venue or brought to each meeting if kept elsewhere.
- Purchase disposable cups, stirrers, coffee, tea-bags, sugar, milk, biscuits and plastic garbage bags for tea/coffee break if required.
- If china cups are used and tea and coffee is served from pots, it will be necessary to have extra equipment (including dish cloths and tea-towels) available and have a washing-up detail organised.
- After the meeting, tidy up, dispose of garbage and store equipment.

PUBLICITY OFFICER

The role of the Publicity Officer is to report on club activities to the local community media.

Not all local news media send reporters and photographers to events organised by community groups.

Therefore, to have your clubs news and events reported, you must be pro-active:

- Submit articles to your local newspapers and radio stations.

Points to be considered:

- Check deadline dates and always submit your copy well before deadline closure.
- Photographs should be clear prints accompanied by a caption naming those pictured.
- Enquire if copy and photographs may be electronically submitted. Don't be discouraged if your article does not appear in a publication - keep trying.

If your article is used by local media, telephone or drop a note of appreciation. A polite word of thanks will not only make their day but also may encourage consideration and acceptance of future articles. Please be aware of the requirements of the Privacy Act.