

## **DUTIES & ROLES OF DIRECTORS – GLACIER PROBUS CLUB (Updated January 2019)**

### **PREAMBLE**

This document has been prepared for prospective or new members of the Glacier Probus Management Committee.

It is intended as a guide to the overall responsibility in each Director's role, and particular responsibilities may vary according to the skill sets of each member.

It is also understood that Management Committee members will not be available to attend all Committee meetings and Monthly Gatherings.

### **PRESIDENT**

The President serves as the Executive head of the Probus Club. The President presides at all meetings of the Management Committee and of the Monthly Gatherings including the AGM.

The President will ensure that all actions of the Management Committee are in accordance with the policies and practices of Probus Canada and in accordance with the Constitution and Bylaws of the club.

The President shall act as one of the signing officers for the Club Bank Account.

The President shall represent the Club at meetings of Probus Canada, as required, and at meetings of the Mid Island Presidents Forum.

### **VICE PRESIDENT**

The Vice President acts in the absence of the President chairing meetings of the Management Committee and Monthly Gatherings as required.

The Vice President will be responsible for the organisation of Speakers for the Monthly Gatherings and will be responsible for maintaining a list of possible speakers. The Vice President is responsible for determining the technical requirements of the Speaker and ensuring that the club has a stock of the gift presentations made to speakers.

The Vice President is responsible for providing the Communications Director with the details of that month's speaker for inclusion in the e newsletter. And is also responsible for notifying the Secretary of the name of the speaker and details of the presentation for posting on the website.

The Vice President shall act as one of the signing officers for the Club Bank Account.

### **PAST PRESIDENT**

The Past Presidents will serve as required by the President. The most recent Past President will form and lead the Nominations Committee and be responsible for finding replacement officers as required.

## **SECRETARY**

The Secretary shall be responsible for compiling and sending out the Agenda for the Management Committee meetings and for the Monthly Gatherings. The Secretary will take and send out the minutes of the Club Management Committee meetings. The Secretary will also take and post notes of the Monthly Gatherings on the Club's website.

The Secretary shall maintain an up to date copy of the Club's Constitution and Bylaws.

The Secretary is responsible for all general Club correspondence and the Club's archival material.

The Secretary shall act as one of the signing officers for the Club Bank Account.

The Secretary also ensures that the dates of the Monthly Gathering and Management Meetings are posted on the Club's Calendar.

The Secretary shall coordinate with the Treasurer regarding the payment and maintenance of Annual Membership Insurance to Probus Canada and Directors Liability Insurance.

The Secretary adds Management Committee meeting minutes, bylaws, etc. in the secure section of the Club website.

## **TREASURER**

The Treasurer shall maintain and control all financial records of the Club, including PayPal, and provide monthly Financial Statements to the Management Committee and annually to the Club Membership.

The Treasurer shall be responsible for the payment of all invoices owed by the Club.

The Treasurer shall keep a record of annual payments that need to be made. The Treasurer shall also remit the Annual Returns to Probus Canada. The Treasurer shall act as one of the signing officers of the Club Bank Account and together with the President be responsible for such account if there are any issues. The Treasurer is responsible for the production of an annual budget and is responsible for payment of rental fees to the venue used for Monthly Committee meetings and Monthly Gatherings.

The Treasurer shall coordinate with the Secretary regarding the payment and maintenance of Annual Membership Insurance to Probus Canada and Directors Liability Insurance.

## **ACTIVITIES GROUP DIRECTOR**

The Activities Group Director shall maintain the lists of members in each of the activity groups, apprising Group Coordinators of any new members or of departing members from Activity Groups. The Director will also be responsible for maintaining contact with the groups and their coordinators offering them support as required. This includes assisting the Coordinators with club calendar entries, group webpage updates and group news updates where required.

The Activity Groups Director will convene a yearly meeting with Coordinators to acknowledge their leadership roles over the year, to review any problems and to discuss possible solutions and is also responsible for finding a venue and organising the meeting, in conjunction with the Facilities Director.

## **COMMUNICATIONS DIRECTOR**

The Communications Director shall send regular E-News to all Club members with the latest information and updates from Management Committee meetings, Club meetings, Activity Group events, planned special events, welcoming new members, plus adding a human touch.

The Director receives communications through the Club Gmail account and Contact webpage and answers and/or disseminates as necessary.

The Director maintains an email Directory and files of all such activities and communications.

Provides advice and support to the Management Committee on any issues or requirements relating to Communications.

The Communications Director is responsible for taking photographs at the Monthly Gathering, the Summer Picnic and the annual Christmas dinner.

**(Note:** Some technical & website training may be required in carrying out the above functions.)

## **TECHNOLOGY DIRECTOR**

Maintains the Club's technology assets including A/V, website(s), Gmail account(s), and PayPal.

Supports all Club technology requirements for reports from technology assets, new or updated webpages, special events support (posters, tickets, etc.), slideshows, meeting speaker tech support, etc.

Provides advice and support to the Management Committee on any issues or requirements relating to Technology.

## **MEMBERSHIP DIRECTOR**

The Membership Director is responsible for maintaining the Membership Roll which includes the members name, address, email address, telephone number and joining date.

The Director will be responsible for ensuring that none of this information is used for commercial purpose.

The Director is responsible for replying to applications and contacts from potential new members ensuring that new members complete the application form and payment. After this the Director will add the new member's information to the roll, and provide the new member with a name badge. The Membership Director will also ensure that Directors Badges are supplied and those for Coordinators also.

The Director is also responsible for the invoicing through PayPal of annual membership and payment thereof, with assistance from the Treasurer.

The Director is also responsible for organising a Meet and Greet for new members as necessary. The Director will organise the venue and send out the invitations.

## **FACILITIES DIRECTOR**

The Facilities Director ensures that refreshments are available at Monthly Gatherings.

The Facilities Director in conjunction with the Management Committee holds key responsibility for the venue and refreshments at all Glacier Probus Club events, including the Annual Summer Picnic, annual Coordinators Lunch and the Christmas Party.

## **SPECIAL EVENTS DIRECTOR**

The Special Events Director is responsible for introducing interesting events that do not fall under the Activities Group Directors mandate. These events are open to all club members. Details and participation forms are posted on the website under Special Events and will be posted in the monthly newsletter with a link to the event information page.

The Special Events Director is responsible for creating and organizing a minimum of three events a year not including the events organized by the Management Committee.

## **DIRECTOR AT LARGE**

The Director at Large will be responsible for covering any positions as designated by the President in the absence of any Director. This maybe shadowing a particular Director who is going away for a long period (e.g. a snowbird) or assisting with specific tasks, where that Director has a particular skill set.

## **REGISTRATION DIRECTOR**

The Registration Director is responsible for having an up to date membership list for each Monthly Gathering and to check names of those attending. To have badges to give to new members. To do a list of new members and guests in attendance to give to the President prior to the start of the meeting.

To provide the Membership Director with the contact details of guests so that a follow-up may occur.

To ensure that gift certificates and raffle tickets are available for the monthly door prize.

To organize the posters in conjunction with the Technology Director for the Summer BBQ and the Christmas Party and to organise help with the sales of tickets for those events at the monthly meetings.