



THE MEN'S PROBUS CLUB OF LINDSAY

MANAGEMENT COMMITTEE

Executive... 6 Positions	Directors... 5 Positions
President	Club Services & Social Events
Vice President	Communications
Past President	Health & Welfare
Secretary	Program
Treasurer	Technical
Registrar	

The Management Committee typically meets every other month to review club affairs and make decisions that provide smooth operation of the club from month to month. A quorum is 50% +1 of the Executive.

In general terms the Executive are expected to attend all Management Committee Meetings, while Directors' attendance is optional and usually needed when there is something to report or decide upon from their area of responsibility.

The Executive may meet or communicate outside the fixed schedule of bi-monthly Management Committee meetings to make decisions on important matters that arise from time to time, and which need addressing in a time sensitive manner.



RESPONSIBILITIES OF THE MEMBERS OF THE MANAGEMENT COMMITTEE

PRESIDENT

- a. Has a general responsibility for the overall operation of the Club and
- b. Oversee all aspects of the club's operation:
- c. Act as a signing officer for the Club.
- d. Ensure that club policy is followed.
- e. Ensure that any club projects/special events are carried out in an efficient, well planned and timely manner.
- f. Represents the Club to the public when required.
- g. Chair regular monthly club meetings and initiate new members.
- h. Chair meetings of the Management Committee.
- i. Notify club members, both orally and in writing, of any new policy or other issue affecting the members.
- j. Prepare and distribute the agenda for Management Committee meetings.
- k. Prepares agenda/format for the Annual General Meeting; and,
- l. Serve as an ex officio member on all club committees
- m. Review club constitution and bylaws at the first MC Meeting following the election with the new MC.
- n. Normally serve for a term of one year but not more than 2 consecutive years
- o. Responsible for ensuring historical documentation retained by the club

PAST PRESIDENT

Serve on the Management Committee

- a. Responsible for the Founders' Award process as detailed in the Club's policies.
- b. Sit on the nominating committee
- c. Normally serve for a term of one year but not more than 2 consecutive years

VICE PRESIDENT

Serve as the President-Elect of the Club.

- a. Act as a signing officer for the Club.
- b. Perform the duties of the President when the President is unable to do so; and,
- c. Chair the Nominating Committee
- d. Is the Social Event contact for the executive.
- e. Normally serves for a term of one year but not more than 2 consecutive years

SECRETARY

Serve on the Management Committee.

- a. Act as a signing officer for the Club.
- b. Prepare, retain, and distribute minutes of Management Committee meetings and such other meetings requiring minutes.



- c. Advise Probus Centre-Canada Inc. of the name and address of the current club president and club secretary following the Annual General Meeting in October.
- d. Arrange for payment of the Club's annual assessment to Probus Centre-Canada Inc.; and,
- e. Responsible for maintaining and emptying the club's mailbox and disseminating any literature or other materials
- f. Maintain a filing system for all official club documents.
- g. The term of office is at the discretion of the membership

TREASURER

Serve on the Management Committee.

- a. Act as a signing officer for the Club.
- b. Prepare an annual budget for the approval of the Management Committee.
- c. Maintain in a separate account in the name of the Club, in an accredited financial institution, all monies accruing to the Club.
- d. Pay all appropriate invoices received by the Club;
- e. Prepare a monthly financial statement for presentation to and approval of the Management Committee; and,
- f. Present to the AGM an annual Financial Statement to be reviewed by at least two club members appointed at the previous AGM.
- g. The maximum term of this office is four (4) consecutive years.

REGISTRAR

Serve on the Management Committee.

- a. Responsible for all matters relating to the recruitment and/or termination of club members.
- b. Serve as the contact for those members who wish to invite a guest to a regular meetings and make all arrangements necessary for such a guest.
- c. Responsible for maintaining an up-to-date list of all members.
- d. Prepare the folder to be presented at the initiation ceremony for new members at a regular meeting of the Club.
- e. Order lapel pins and name badges as required
- f. Responsible for the badge box.
- g. Collect and record membership dues, guest fees and forward to the treasurer.



DIRECTORS

The term of these offices is at the discretion of the membership

DIRECTOR/COMMUNICATIONS

Serve on the Management Committee

- a. Responsible for producing an electronic newsletter, the Banner, on a regular basis, the timing to be determined by the Management Committee.
- b. Maintain an electronic file of all newsletters sent to the members.
- c. Disseminate information to the members as determined by the Management Committee
- d. Maintain the Club Web Site (may be delegated)
- e. Record and maintain the club's historical data

DIRECTOR/CLUB SERVICES & SOCIAL EVENTS

Serve on the Management Committee;

- a. Responsible for the provision and set-up of suitable meeting room accommodation.
- b. Arrange for catering services at regular monthly meetings.
- c. Maintain and display club regalia.
- d. Assist the organizers of special events with physical arrangements when requested to do so.
- e. Research and establish a list of restaurants suitable for optional post meeting lunches and arrange for these lunches to take place.
- f. Maintain an inventory of Club promotional items.

DIRECTOR/PROGRAM

Serve on the Management Committee;

- a. Responsible for the selection and scheduling of guest speakers for the Club's monthly meetings.
- b. Chair Program Committee meetings and develop a preliminary list of recommended guest Speakers for presentation to and consideration of the Management Committee;
- c. Advise the Director/Club Services on a monthly basis of guest speaker
- d. Support equipment required and/or any other pertinent information;

DIRECTOR/TECHNICAL SERVICES

Serve on the Management Committee

- a. be responsible for the provision and set-up and operation of audio-visual aids required;

DIRECTOR/HEALTH AND WELFARE

Serve on the Management Committee

- a. Responsible to implement the Bereavement, Condolences and Health of Members Policy.