

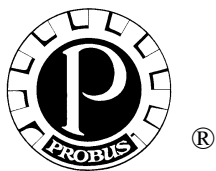
# **PROBUS CLUB OF ENGADINE INC.**

Probud Club No 57524      Incorporated 19<sup>th</sup> June 1990

## **Statement of Roles**

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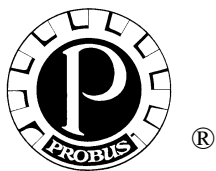
## **Statement of Roles**

### **President**

1. Provide leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus - friendship, fellowship and fun.
2. To arrange and preside over Committee and General meetings.
3. To be familiar with the Club's Constitution and Standing Resolutions and to have a copy available for consultation at all meetings.
4. Should understand how to chair a meeting and the protocol for motions, debate/discussion and voting.
5. To work closely with Vice President, Secretary & Treasurer, together with Committee.
6. To ensure Agenda is prepared and distributed prior to meetings.
7. To endeavour to run meetings smoothly and on time.
8. Implement and review the Club's Membership Development Plan which focuses on engagement and retention of members as well as membership growth.
9. Implement a succession plan for all Management Committee positions.
10. To promote the importance of Fellowship, Friendship and Fun within the Club.
11. Ensure that Committee recommendations are brought to the membership for decision/acceptance and ratification.

### **Vice President**

1. To attend all club Committee and General meetings.
2. To be familiar with the Club's constitution and standing resolutions and to have a copy available for consultation at all meetings.
3. To conduct meetings in the absence of the President, and to assume the role of the President if he/she finds it necessary to stand down.
4. To be familiar with meeting procedures and have an understanding of how the Club's meetings are conducted.
5. To work closely with the President and to be familiar with the role and responsibilities of the President.
6. To take every opportunity to meet members, guests and visiting Probarians on a fellowship basis.
7. To provide support to any committee member in his/her role as necessary.



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## **Statement of Roles**

### **Immediate Past President**

1. Participate as a voting member of the Management Committee (ex-officio capacity).
2. Offer support and advice to the President and Committee or members when asked.
3. Assist succession planning by encouraging members to volunteer for management roles.

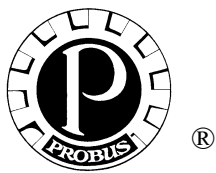
### **Secretary**

The Secretary is the nominated Public Officer.

The main role of the Secretary is to support the President to ensure the Management Committee functions smoothly. The Secretary is responsible for ensuring meetings are effectively organised and minuted. The Secretary is required to maintain up-to-date records and be the key point of contact for the Club.

The role of the Secretary can be summarised as follows:

1. Ensures timely and effective distribution of correspondence to Committee members and Club members as required.
2. Should be familiar with the constitution, by-laws and/or standing resolutions and have a copy available for reference at all meetings.
3. Records minutes of Committee meetings, General Meetings and Annual General Meetings and presents these minutes at the following meeting for formal adoption as a 'true and correct record'.
4. Ensures minutes are signed by the President or Chair of the meeting at the next meeting.
5. In consultation with the President, prepares agendas for each Management Committee meeting, General Meeting and Annual General Meeting and issues formal notices of meeting.
6. Issues notices for the election of Committee members and nomination and proxy forms in accordance with the requirements of the Club's constitution.
7. Keeps a register of members' names, addresses and such other information the Club or PSPL may require.
8. Keeps an up-to-date list of Committee members including addresses, email and telephone numbers.



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## **Statement of Roles**

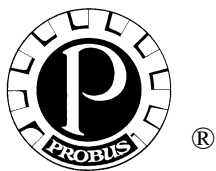
9. Presents new applications for membership for the Committee's consideration.
10. Ensures that following the Annual General Meeting, the PSPL Annual Return Forms and payment of fees are lodged by 30 April each year and lodge the annual return to the Department of Fair Trading.
11. The Secretary or the Treasurer may be authorised to be responsible for the security and custody of Club petty cash.
12. Ensure PSPL is advised of changes to the Club's membership list including the payment of prorata capitation fees as required.
13. Before vacating office, brief his/her successor on the role of the Secretary and any outstanding matters and hand over all records.

If required, the Management Committee may seek approval of the membership to appoint (not normally elect) an assistant Secretary. Subject to the Club's by-laws and/or standing resolutions, an assistant to the elected Secretary does not normally have voting rights. However, if the assistant is acting for the Secretary in his/her absence then the assistant may have one vote representing the elected Secretary.

A detailed handbook is available for appointees explaining the step by step tasks for performing the duties of Secretary.

### **Minute Secretary**

1. Record and circulate minutes of Committee meetings to Committee Members.
2. Record and circulate minutes of General and Annual General meetings to each General Meeting.
3. Perform other duties if requested by the Secretary or the Committee.



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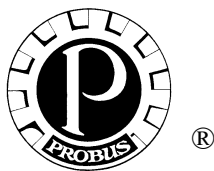
## **Statement of Roles**

### **Cluster/ Inter Club Ambassador**

1. Attend meetings, at least quarterly, together with other Ambassadors in our area to develop strategies that will increase local club membership,
2. To act as a promoter and representative of the concept of Probus and its benefits,
3. To encourage clubs to recruit more, younger members,
4. To encourage Clubs to work with each other when organising tours, outings and speakers.
5. Report back to the Committee on relevant items of interest to our Club,
6. Send report to Newsletter Editor for publication,
7. Report to General meetings.

### **Treasurer**

1. Be responsible for the financial matters of the club.
2. Provide a financial report to every Management Committee meeting.
3. Provide a financial report to every General Membership meeting.
4. Prepare a budget for the coming year in consultation with other members of the Management Committee. Monitor budget against actuals and alert Management Committee where necessary of any major variations.
5. Ensure that the bank account is kept in order.
6. Ensure all payments are made by cheque and/or internet banking transfer.
7. Ensure all monies received are banked and where appropriate confirm receipt for members direct deposit payments in a timely manner of receipt.
8. Ensure all bills are paid in a timely manner.
9. File and keep all appropriate invoices and receipts in an appropriate manner.
10. Maintain all financial records in a manner satisfactory to the Officers of the Club.
11. Work closely with other members of the Management Committee towards the best interest of the Club.



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## **Statement of Roles**

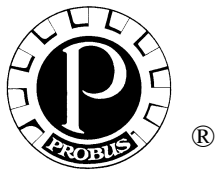
### **Assistant Treasurer**

1. Sale of Raffle Tickets
  - a. Record the number of the first ticket to be sold
  - b. Sell tickets to members as they check in - \$1 per sheet
  - c. Enter the numbers of the first and last ticket sold into the number generating machine.
  - d. Issue the winners of each raffle with their prize.
2. Collect morning tea fees (\$3) from all visitors as they arrive.  
Add all monies collected, summarize on the Summary Sheet and give the money and summary sheet to the Treasurer.
3. Assist the Treasurer where necessary.
4. The monthly cash prizes shall be 1 x \$50, 1 x \$20 and 3 x \$10 or otherwise as determined by the Management Committee.
5. Purchase pads of raffle tickets, as needed and claim reimbursement from Treasurer.
6. Raffle tickets must be continuous numbering. Do not use leftover ticket pads unless the next sequence of numbers is available.

### **Tours & Outings Director**

The Tours and Outings Director is assisted by Assistant Tours & Outings Officer to:

1. Evaluate and organise tours and outings for members and provide timely advice to members of planned tours and outings.
2. Prepare booking sheets for members to nominate their intention to attend the tour/outing.
3. Prepare and maintain lists of attendees for each tour/outing.
4. Organise the collection of money from members attending each tour/outing.
5. Bank collected money direct into the Probus Club bank account with a confirmation email to the Treasurer.
6. Oversee the conduct of each tour/outing to ensure that the needs and safety of members are given due consideration.
7. Participate as an active member of the club's Executive Committee including attending the Executive Committee Meetings each month, and
8. Provide a report of planned activities to the Executive Committee Meeting and to the General Meeting of members each month.



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## **Statement of Roles**

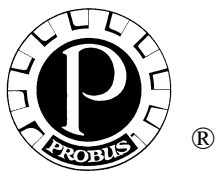
### Notes:

1. All monies collected for tours or outings must be deposited with the Treasurer, and all payments made by cheque obtained from the Treasurer.
2. Lists of attendees must be maintained for each tour or outing. Such lists are needed to meet the requirements of Probus South Pacific insurance.

### Events:

The Tours and Outings Director should organise a range of events which include the following:

- Annual Holiday
  - The annual holiday is usually a 5-6-day tour of an area conducted in September.
  - The holiday is usually a package involving bus travel, accommodation, and meals arranged through one of the reputable tour companies.
- Outings
  - Outings are usually in the form of a whole day excursion to a scenic, or otherwise place of interest, by coach or public transport.



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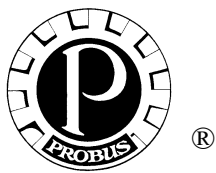
### **Theatre Group Director**

1. Organise Theatre Parties and Special Events.
2. Prepare booking sheets for members who wish to attend the nominated function.
3. Prepare and maintain lists of attendees for each function.
4. Organise the collection of money from members attending each nominated Function.
5. Issue receipts for all monies collected from members.
6. Bank collected money direct into the Probus Club bank account with a confirmation email to the Treasurer.
7. Issue tickets for all Theatre Parties to appropriate members.
8. Attend and supervise all Special Events.
9. Attend Executive Committee meetings and General Meetings and report on all forthcoming events.
10. The Theatre Group Director has the final decision on which events will be conducted each year.

### **Special Events Officer**

1. Organise Special Events including:
  - a. Annual Picnic – May each year
  - b. Christmas in July
  - c. Christmas Lunch – December each year
  - d. Other Special Events that may be requested from time to time.
2. In general, the Special Events Officer is not required to attend Management Committee meetings but if deemed necessary may attend to report on any issues needing the attention of the Management Committee.
3. The Special Events Officer will consult with the Management Committee as to the final decision on which events will be conducted each year.





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## **Statement of Roles**

### **Guest Speaker Organiser**

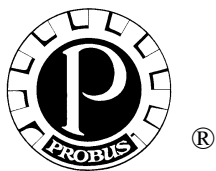
1. Aim to arrange a varied program six months in advance.
2. The Guest Speaker should keep the President and Secretary advised of the planned Guest Speaker Programme with a copy sent to the Newsletter Officer for inclusion in the monthly Newsletter.
3. Should invite and manage the requirements of the Guest Speakers, thus ensuring that they enjoy a smooth and successful visit to the Meeting.
4. The Guest Speakers Officer should greet and introduce each Guest Speaker, organise a gift and provide an acknowledgment of their contribution at the General Meeting.
5. The Guest Speakers Officer should attend Management Committee meetings and provide a list of future speakers and any issues arising.
6. The Guest Speakers Officer should present a short statement on the current and future Guest Speakers Programme to the monthly general meeting.

### **Note**

A downloadable [Guest Speaker Programme](#) is available for NSW from the PSPL Administration Website (R) with suggestions for guest speakers, some free, others with a fee.

### **Walks Officer**

1. To plan and organise walking tours for the fourth Monday of every month, but sometimes, because a specific event is on a day or Public holiday clashes the day is changed.
2. To plan a calendar of monthly walks in advance.
3. To present a short statement on recent and planned walks to the monthly general meeting and submit to Newsletter Editor to publish in Newsletter.



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## **Statement of Roles**

### **Golf Officer**

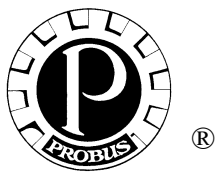
1. To plan and organise the monthly golf group.
2. To plan a calendar of monthly golf in advance.
3. To present a short statement on recent and planned golf days to the monthly general meeting and submit to Newsletter Editor to publish in Newsletter.

### **Newsletter Editor**

1. The Newsletter Officer is responsible for the timely and accurate production and distribution of the Club's monthly newsletter.
2. Collate all reports from President, Treasurer, Guest Speaker officer and others.
3. Publish Newsletter and email to members.
4. Set a deadline for all input to the Newsletter & advise members.
5. Work closely with President & Secretary, together with Committee.
6. The Newsletter Editor should ensure requests by members for privacy are met.

### **Attendance/Apologies Officer**

1. The Attendance/Apologies Officer is responsible for preparing and maintaining the Attendance and Apologies Records. Exactly how is left to the discretion of the Attendance/Apologies Officer.
2. The Attendance/Apologies Officer should alert Management Committee of any inactive members and be prepared to present any issues arising.
3. The Attendance/Apologies Officer should provide the current status of attendance and apologies to the Secretary for inclusion in the General Meeting Minutes.
4. The Attendance/Apologies Officer should present a short statement on the current status of attendance and apologies to the monthly general meeting.



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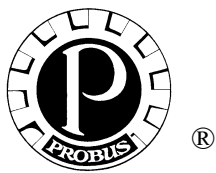
## **Statement of Roles**

### **Webmaster**

1. The Webmaster is responsible for the design, development and maintenance of the Club's website.
2. Ensure club documents are filed on the website for the benefit of members.
3. Ensure Member only information is in a secure area for members use only.
4. Ensure Management Committee minutes and financial reports are in a secure area for Committee members only.
5. In general, the Webmaster is not required to attend Management Committee meetings but if deemed necessary may attend to report on any issues needing the attention of the Management Committee.
6. Each December prepare a two-yearly budget for approval by Committee.

### **Welfare Officer**

1. The Welfare Officer is one who keeps in touch with sick or bereaved members or those members who may be feeling isolated or lonely or who may need moral support or physical help.
2. Where appropriate the Welfare Officer should:
  - a. Immediately advise the President of any situation requiring attention.
  - b. Send cards with appropriate messages to sick or bereaved members.
  - c. Advise the President and the Management Committee if support is needed, either by member visits or transport to and from meetings.
  - d. Offer suggestions to the Management Committee.
3. The Welfare Officer should present a short statement on the welfare of any members to the monthly general meeting, being cognizant of the need for member's privacy in some situations.



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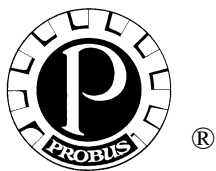
## **Statement of Roles**

### **Fellowship Officer and Fellowship Assistants**

1. Liaise with Bowling Club for the provision of tea and coffee is available at each meeting.
2. Purchase/provide cakes etc for morning tea.
3. Plan any special morning tea event.
4. Communicate with Treasurer re money reimbursement.
5. Recruit volunteers to assist with hospitality and arrange roster and allocate tasks.
6. Ensure Fellowship Assistants assist in a safe and risk-free manner.

### **Caravan and Cabin Group Officer**

1. To plan and organise trips away at interesting caravan parks with cabins for those members who do not own a caravan.
2. To suggest things to see and fun-loving activities such as happy hours.
3. Participants are to ensure their vehicles and caravans are in good working order and fully insured. Probus Club of Engadine, INC takes no responsibility for any events.



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## **Statement of Roles**

### **Welfare Tree Officer**

The General Meeting held on 15 April 2014 endorsed a new process to notify Members of the death of one of its Members.

The new process has two parts, one for Members who have an email account and another for those who do not have an email account.

#### **1. Members with an email account**

The Newsletter Editor currently forwards the newsletter to the majority of Members via an email to their personal account and this same email data base will now be used to advise Members of the death of a Member.

The President or his nominee will advise the Newsletter Editor of all details who will in turn forward an email to those Members on the email distribution list.

#### **2. Members who do not have an email account**

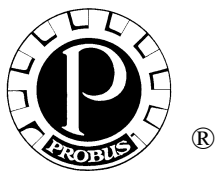
For Members who do not have an email account, a hard copy of the contact tree has been prepared by the Welfare Tree Officer and a copy is available to each of those Members. The Welfare Tree Officer will keep the hard copies up-to-date and make available to those Members.

The President or his nominee will commence the Contact Tree and Members will be responsible to phone the next person on the list and pass on the message. If that person cannot be contacted, then they must contact the next person.

### **Newsletter Distributor**

Members receive their monthly newsletter by email and the website.

For those Members who do not have an email account, the shared role of the Newsletter Distributor and Assistant Newsletter Distributors is to have copies of the newsletter printed and distributed to those Members and make copies available at meetings.



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## **Statement of Roles**

### **Photographer / Historian**

Official documents including selected photographs are stored on the Club's website with archived photos stored on an external harddrive.

1. The Photographer / Historian will prepare a yearly summary of the Club activities and store the history document on the Club's website or on an external computer storage device.
2. Ensure the appropriate information is accessible by members only.
3. The Historian may be called upon to provide information requested by others as approved by the Committee to assist with the objectives of Committee and other members involved in special events.
4. The Historian, in conjunction with the Webmaster, will ensure that the Committee is kept informed of the status of storage capacity and any related issues.