

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position description

Treasurer

PURPOSE: *To administer and report on the financial matters relating to The Probus Club of Hunters Hill.*

ACTIONS: The duties are as follows:

- Receives payments made to the Club and issues receipts
- Banks Club's funds and obtains Bank statements
- Makes payments on behalf of the Club by EFT or cheque
- Maintains records of the Club's financial transactions
- Prepares reports for the monthly meetings and management committee meeting
- Provides proposed budget in October each year for consideration by the Management Committee
- Reports against budget on a quarterly basis to the Management Committee
- Prepares an annual statement of the Club's financial position
- Ensures all financial transactions are carried out according to legal requirements
- Reconciles cash book balance with bank statements and follows up on any unpresented cheques
- Closes books at the end of the Club's financial year, submits accounts for audit and prepares a report for the Annual General Meeting.
- Collects annual subscriptions and issues receipts.

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Treasurer

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position description

Activities Convenor

Purpose: *To investigate and organise interesting activities for the Club's membership with the objective of promoting friendship and fellowship within the Club.*

Actions: The duties of the Activities Convenor are:

- To investigate suitable outings. Ask members at General Meetings for interests, suggestions and popularity of proposed activities.
- Attend Management Meetings and advise, for discussion, proposed activities.
- Ascertain feasibility of proposed activities, i.e. costs and booking arrangements.
- When announcing planned outings, give costs, time, date and place of departure and any contingency plans.
- In costing each activity ensure that all expenditure is covered. Any surplus money, including booking fees that maybe collected should be banked in the Club's general account.
- Collect money on an advised date and keep records and issue receipt as required.
- Give money collected to Treasurer for banking and obtain from Treasurer cheques in favour of coach and/or other venues as required.
- Always have copies of the Injury Report document with you for activities.
- Be familiar with the Risk management procedure as that relates to activities.

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Activities Officer

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position Description

Immediate Past President

PURPOSE:

The purpose of the Immediate Past President is twofold:

(a) To support the President

(b) To bring the information and learnings of their three-year presence on the Committee to meetings.

ACTIONS: The duties are as noted below:

1. To support the President and act as a 'sounding board'
2. To support the Committee by bringing expertise in the Constitution, Standing Resolutions and policies and procedures of the Club to the table
3. To be the custodian of the Management Committee policies register and update that as appropriate
4. Undertake to projects as suggested by the President.

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Immediate Past President

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position description

Membership Officer

Purpose: To ensure that up to date records of all members details are maintained. Also, that *new* applications for membership are processed in an efficient and speedy manner.

Duties: The duties of the Membership Officer are summarized below:

- 1) Report attendance figures to membership via monthly newsletter.
- 2) Maintain, in conjunction with the *membership assistant*, accurate membership records, and produce quarterly reports for the Management Committee.
- 3) Receive membership applications and make recommendations to the Management Committee, having regard to Club requirements as reflected in the Constitution and Standing Resolutions, and advise applicants when their application is successful.
- 4) Monitor attendance records and payment of yearly membership subscriptions (in conjunction with the Treasurer), and where necessary bring requirements to members' attention.

More specifically, this entails:

- i. Maintain member and visitor attendance sheets. ~~Send copies to membership assistant to update records.~~
- ii. Acknowledge receipt of applications and advise applicants when their application has been accepted.
- iii. ~~Send membership applications once~~ When new members are inducted **organise for a photo to be taken and create a** ~~together with a photograph, for production of a~~ Member Profile
- iv. Order name badges **and Service Pins for 10, 15, 20 years and upwards for presentation by the President at the next appropriate General Meeting.**
- v. Distribute Members Profiles and updated membership lists to **the** Management Committee ~~when received from the membership assistant~~ **for inclusion in the "White Book."**
- vi. A detailed description of the role of the Membership Officer is in the Membership Procedure document.

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Membership Officer

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Newsletter Editor

Purpose:

The purpose of the newsletter is to

- 1) Maintain a connection, bond, link between club members*
- 2) Keep club members up to date on current events, showcase the talents of individual members and record the achievements of the club.*
- 3) Provide members with information on future events and items of general interest, e.g. birthdays.*
- 4) Provide members with information in accordance with Club requirements, e.g. a precis of minutes of General Meetings and Annual General Meeting, nominations for the Management Committee and Notices of Motion where applicable.*
- 5) Record for posterity events which have taken place in the life of the Club.*

Duties:

- i. Collect information regarding future events and activities from the Activities Director, the Book Club convenor and other people who wish to make information known to members.
- ii. Arrange written reports, pictures and articles for inclusion in the newsletter, including a report on the guest speaker and their presentation, Club activities, trips away, lunches held etc.
- iii. ~~Obtain~~ **Receive** minutes of the previous month's General Meeting from the Secretary. Prepare an edited copy for inclusion in the newsletter.
- iv. ~~On completion, send a draft copy to the President, Activities Director and an experienced member for checking and proof reading.~~
- v. **Actively encourage members to submit articles for publication in the Newsletter. Such articles to include personal histories, anecdotes or experiences likely to be of interest to the membership at large**
- vi. After checking and proofreading, send the final copy to the printer, and send digital copies to members with email.
- vii. ~~Arrange to pick up~~ **Collect** printed copies in time to bring to the next meeting.
- viii. Post copies to absent members who are not on **the** email **distribution list** and Non-Active members.
- ix. **Maintain an historic file of Newsletter published and liaise with the Club archivist.**

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Newsletter Editor

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position Description

President

Purpose: *To administer the Probus Club of Hunters Hill to maximise the benefits of Members. This will be achieved by maintaining the interest of existing members, recruiting new members and by promoting the club within the local community.*

ACTIONS: The duties are as noted below:

1. Ensures familiarization with the Constitution, Standing Orders, policies and Procedures and customs of the Club.
2. Ensures that an agenda is prepared for meetings
3. Leads Club activities in person or by delegation
4. Chairs meetings
5. As required prepares and delivers oral and written reports
6. Represents the Club to other organisations and the general public
7. As required liaises with Probus South Pacific Limited
8. Investigates suggested improvements in Club operations by promoting discussion at monthly Management Meetings.
9. Encourages members to contribute stories, articles, etc. for publication.
10. Liaises or delegates liaison with Probus South Pacific.
11. Takes every opportunity to promote fellowship to Club members, visitors, (including sending birthday cards to members).

The introduction of a new member should be carried out during a general meeting when the Membership Officer briefs the President who will then present the new member with their name badge and information regarding the Club

Date of Management Committee confirmation of policy:

August 2017

Who to action:

President

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position description

Secretary & Public Officer

PURPOSE: *To provide secretarial and administration services to ensure accurate records of the Club's activities.*

ACTIONS: The duties of the Secretary are as follows:

1. Receives all incoming correspondence and presents this, together with outgoing correspondence to the monthly general meeting.
2. Maintains correspondence register
3. In consultation with the President, prepares agenda for each meeting and notifies other committee members
4. Records Minutes of general meeting and committee meetings and ensures inclusion of a summary of the minutes of the general meeting in the monthly newsletter
5. Circulates copies of Minutes of previous management committee meetings to members of the committee
6. Prepares outgoing Club correspondence as required by President or committee decisions
7. Maintains Probus Hunters Hill archives
8. Is familiar with the Constitution, Standing Orders, policies and procedures and any other legal requirements and implements any statutory requirements
9. Prepares Annual General Meeting minutes and ensures these are signed by the President or presiding Officer at the Annual General Meeting.
10. Writes to PSPL, the HH Mayor, TWT and others on the list the names of each new Management Committee following the AGM.
11. Organises offers of prizes on an annual basis to Schools in the district, depending on the policy of the Management Committee
12. Regularly clears the Clubs Post Office box.

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Secretary

August 2019

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position description

Guest Speakers Convenor

Purpose:

To arrange an interesting program of Guest Speakers. The program should be well balanced with informative and thought-provoking subjects and presented by accomplished speakers.

Actions:

The duties of the Guest Speaker Officer are as follows;

1. Aim to arrange a varied program of speakers six months in advance.
2. Attend Committee meetings and provide a list of future speakers.
3. Advise the Speaker how to reach the venue, parking arrangements, starting time and expected duration of the address.
4. Ensure the availability of microphones, over-head projector should they be needed.
5. Ensure Newsletter editor is aware of forthcoming speakers and their topics.
6. Greet Guest Speaker on their arrival, offer refreshments, introduce to President, and member who will be introducing the Speaker.
7. Arrange for a member to introduce the Speaker and present a small gift as a memento of the visit.
8. Try to have a short list of emergency speakers available who can fill in with an interesting talk at short notice. This is in case the organised speaker cannot attend.
9. Try and maintain a contact with other Probus Clubs in the Hunters Hill vicinity to swap ideas and/or contacts for potential speakers.

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Speakers Convenor

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position Description

Vice President

PURPOSE:

The purpose of the Vice President is twofold:

- (a) To support the President*
- (b) To act as the President in the absence of the President.*

ACTIONS: The duties are as noted below:

1. To support the President
2. To learn about Committee processes, and to become familiar with the Constitution, Standing Resolutions and policies and procedures of the Club
3. Undertake to projects as suggested by the President.

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Vice President

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Position description

Welfare Officer

Purpose:

The Welfare Officer is the committee member who keeps in touch with sick and bereaved members or those members feeling isolated or lonely or who may be in need of support. In addition, keeps the membership informed where the member in question gives their permission.

Action:

The duties of the Welfare Officer are as follows:

1. Gather information on the health and welfare of members
2. Send cards with appropriate messages to sick and bereaved members.
3. Reports to the General Meeting of any welfare cases and support that may be needed by any member.
4. Raises with the management committee any suggestion that may assist with the welfare of members.

Date of Management Committee confirmation of policy:

August 2017

Who to action:

Welfare Officer