



West Pennant Hills and District Probus Club Inc.

Management Committee Roles



Committee Positions

The Constitution specifies that the term of office for Committee members is:

- President – 1 year
- Other Committee members – 3 years
- All positions can be extended if recommended by the Management Committee and agreed by members

The Management Committee has agreed that members should be given adequate time to consider whether they would like to put their name forward for a position

Current status of Management Committee positions

	<u>End of Term</u>	<u><3 years</u>
President	X	-
Vice President	-	X
Secretary	X	-
Treasurer	X	-
Events Coordinator	X	-
Membership Officer	-	X
Guest Speaker Coordinator	-	X
Website and Newsletter Editor	X	-
Welfare Officer	-	X

Brief summary of positions, their role and the time commitment required



Committee Positions

President

Prime Role

Provide leadership to the Club

Key Tasks

- Be fully familiar with the Constitution and By-Laws of the Club
- Set agendas, chair Management and General meetings
- Advise members of Committee decisions
- Meet, greet and provide fellowship to members, guests and visitors at meetings
- Liaise with other Clubs through cluster meetings
- Advance the aims and objectives of Probus within the Club

Time Involved

- 10-12 hours per month



Committee Positions

Vice President

Prime Role

- Stand in for the President in his / her absence
- Provide assistance to the President and Committee on a needs basis

Key Tasks

- Be fully familiar with the Constitution and By-Laws of the Club
- Set agendas, chair meetings, take Committee decision to members in the President's absence
- Step in for Committee members in their absence and help out in periods of heavy workload
- Meet, greet and provide fellowship to members, guests and visitors at meetings
- Advance the aims and objectives of Probus

Time Involved

- Less than 10 hours per month



Committee Positions

Secretary

Prime Role

Provide key administration to the Club through management of correspondence and Minutes

Key Tasks

- Be fully familiar with the Constitution and By-Laws of the Club
- Ensure Minutes of meetings are kept, adopted and distributed and recorded in a Register of Minutes
- Present incoming and outgoing correspondence to the Management Committee and members
- Complete and submit PSPL Annual Returns to ensure accreditation is retained
- Issue notices for the election of Committee members
- Act as Public Officer for the Club

Time Involved

- About 4 hours per month mostly in taking and preparing Minutes of Management and General Meetings
- About 5-6 hours per month around the end of the Probus year and AGM



Committee Positions

Treasurer

Prime Role

To manage the Club's finances

Key Tasks

- Produce monthly statements of the Club's financial position for the Management Committee and General Meetings
- Track the collection of annual dues and reconcile back to membership numbers
- Pay accounts as required
- Reconcile transactions of the Activities and General bank accounts
- Produce annual accounts capable of being audited

Time Involved

- Typically 10-15 hours per month for making payments and reconciling both bank accounts
- Around 15 hours at the end of the year to produce auditable accounts and liaising with the auditor



Committee Positions

Events Coordinator

Prime Role

To ensure a program of Club activities

Key Tasks

- Maintain close liaison with Activity Leaders
- Compile an Activities Calendar and monitor to avoid timing clashes
- Ensure Activities Calendar is uploaded to the website and Newsletter
- Arrange lunch after meetings
- Arrange major events such as Melbourne Cup lunch, Christmas lunch etc
- Find and work with leaders for other activities such as trips away

Time Involved

- Typically 10 hours per month
- Maintain constant contact with Activity Leaders
- Around 8 hours per event for major events



Committee Positions

Membership Officer

Prime Role

To manage issues related to membership and maintain membership records

Key Tasks

- Maintain a register of members including information such as name, address, phone numbers and email addresses
- Ensure privacy around member information
- Maintain sign-on sheet for General Meetings and update attendance records after meetings
- Provide new members with name badges, membership cards and access to Active Retirees magazine
- Respond to queries from potential members
- Respond to email enquiries from the Club's membership email address

Time Involved

- 4-5 hours per month



Committee Positions

Guest Speaker Coordinator

Prime Role

To arrange guest speakers for the monthly General Meetings

Key Tasks

- Arrange a program of guest speakers for the monthly meetings in advance
- Follow up guest speakers to ensure their attendance
- Meet and greet the guest speakers and thank them for their efforts and information
- Provide speaker promos for the Club Newsletter
- Liaise with other Clubs about their guest speakers

Time Involved

- Typically 1 hour per month on average, but arranging speakers (say) 2-3 hours per speaker
- Follow up guest speakers 30 minutes per month
- Providing promos for the Newsletter 15 minutes per month



Committee Positions

Website and Newsletter Editor

Prime Role

To produce a monthly Newsletter and maintain the Club website

Key Tasks

- Follow up newsletter contributions 1 week before publication
- Assemble all contributions, produce the newsletter and publish on the website
- Maintain the Club website and make changes as required
- Upload Activities Calendar and meeting Minutes, and archive previous Minutes

Time Involved

- Typically 8 hours per month for the Newsletter
- Variable time required on website maintenance but around 1-2 hours per month



Committee Positions

Welfare Officer

Prime Role

To provide for the Club's support to members who may be ill or bereaved

Key Tasks

- Network with Club members to reveal support needs of members
- Advise Management Committee of special support needs
- ENSURE PRIVACY OF INFORMATION

Time Involved

- Highly variable but important to be on hand and available when required
- Say, 2 – 4 hours per month



Committee Positions

If any member would like to find out more, please contact myself or any member of the Committee