



ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

All Management Committee positions must be nominated in accordance with the Club's constitution and be duly elected at the Club's Annual General Meeting.

President

The main role of the President is to provide leadership and direction to the Management Committee to ensure their Club embodies the true spirit of Probus – fun, friendship and fellowship. While the President and the Management Committee deal with administrative matters as part of their role, the focus should be on the engagement and retention of members and the growth of their Club.

Vice President

The main role of the Vice President is to assist the President in providing leadership and direction to the Management Committee to ensure their Club embodies the true spirit of Probus – fun, friendship and fellowship.

Secretary

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.

Public Officer

Incorporated Clubs are responsible for ensuring the role is filled in accordance with the relevant legislation. In New South Wales The *Associations Incorporation Act 2009* requires the appointment of a Public Officer. Unincorporated Clubs do not require the appointment of a Public Officer. The Public Officer acts as the official contact person for the relevant regulator of incorporated associations (such as Probus Clubs).

Treasurer

The main role of the Treasurer is to ensure that clear and accurate financial records are maintained and that all funds are accounted for. It is not essential to have accountancy qualifications. However, it is desirable that the Treasurer be familiar with bookkeeping and banking procedures.

Newsletter Officer

Monthly newsletters vary widely in Probus, some providing concise news and announcements on a single A4 sheet and others assuming the proportions of a community



ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

newspaper. The size, format and choice of material are the responsibility of the Newsletter Officer (or Management Committee).

Guest Speakers Officer

Each month, members have the opportunity to hear from interesting guest speakers. Many members retain an active interest in Probud because of the diversity of speakers. To hold the interest of members, programs must be well-balanced with informative and thought-provoking subjects presented by accomplished speakers.

Membership Officer

The Membership Officer is responsible for maintaining up-to-date membership records, management of membership applications and assisting with membership retention and growth.

Outings, Activities and Tours Officer

The role of the Outings, Activities and Tours Officer is exciting and rewarding. It requires planning, organisational skills, patience and imagination. It is recommended that more than one Officer be appointed to fulfil this role.

The Management Committee should approve a Probud activity once they are satisfied that it meets all management guidelines. These activities include any event organised by a Club or Association such as meetings, outings, tours, trips and interest groups.

When assessing whether or not to approve an activity, the Management Committee should consider all of the information related to that activity in order to approve it. This would normally include interest from members, location, availability, cost and risk assessment.

For insurance purposes, the approval of an activity should be reflected in the Club's minutes as being approved. Not all of the information the Management Committee considers needs to be reflected in the Club minutes. However, the minutes should contain sufficient information to understand what is being approved.

Welfare Officer

The role of the Welfare Officer is to keep in touch with sick or bereaved members or those members feeling isolated or lonely or who may be in need of moral support or physical help. The Welfare Officer also keeps track of member birthdays and anniversaries and buys a cake to celebrate at the monthly General Meeting.

Morning Tea Officer

The most important of the roles! The Morning Tea Officer sets up cups, saucers, urn and tea/coffee for the morning tea. Clean-up afterward is necessary.