



Summary of the Duties of the Club's Officials Version: April 2022

President

1. To ensure the proper running of the Club in accordance with the rules and agreed policy.
2. To chair meetings and preside over functions.
3. To represent the Club at external functions and in the community.
4. To offer leadership to and control the members.
5. To enrol new members.
6. To collate, maintain and produce a history of the club for his Presidential year of office.
7. To encourage all members to contribute to the Members Hidden Gems and other club publications.

Vice-President & Welfare Officer

1. To support the President and deputise in his absence.
2. To organise nominations to his Committee for his year in office and inform the Secretary.
3. To deputise for the Press secretary in his absence.
4. To undertake special projects on behalf of the Committee, as & when required.
5. To meet with guests and introduce them to the other committee members.
6. To ensure that in liaison with other committee members new members to the club are made welcome.
7. To obtain a list of members' birthdays from the Secretary in order to commemorate their 80th, 85th, 90th & 95th birthdays.
8. To maintain contact with associate members, ensuring that they are notified of forthcoming functions and receive newsletters & membership lists.
9. To maintain contact with members who are in ill health, visiting where appropriate, and appraising the membership as to their progress:
 - a *A suitable card should also be sent on behalf of the club when a member, or their spouse/partner, is unexpectedly hospitalized, or succumbs to a sudden serious illness.*
 - b *Any personal contact on behalf of the club will be coordinated by the Welfare Officer.*
10. To send a sympathy card, on behalf of The Probus Club of Christchurch, upon the death of a member, partner, or associate member:
 - a *A card and flowers (or a donation) will be sent on behalf of the club upon the death of a member (active, life, honorary or associate), or the spouse/partner of a member.*
 - b *An appropriate member of the Committee, usually the Welfare Officer or the President, will endeavour to make personal contact with the surviving spouse, or their relatives to offer condolences and support.*
 - c *Any donation made, in lieu of flowers, should be equivalent to the club's annual subscription.*
11. To send an email to all members and associate members upon the death of a member, partner, or associate member.
12. To maintain the Shield containing the Past Presidents' collars and organise the annual engraving of the new Past President's name bar.



Past President

To be a resource and support to the President.

To organise the Past Presidents Annual Lunch, nominating the venue and inviting all Past Presidents, usually around September/October of the year following their Presidency.

Secretary

1. To supervise the administration and activities of the Committee and support the President.
2. To produce the agenda/minutes for Committee and General Meetings.
3. To arrange the Annual General Meeting in accordance with the Constitution, producing the agenda and minutes of the previous meetings and prepare for the forthcoming AGM.
4. To provide potential members with a membership application form and ensure that the completed form is presented to the Committee for decision.
5. To arrange for the purchase of name badges, Probus lapel badges and other Probus Regalia, as required.
6. To ensure a Past President's lapel badge and tie and a President's lapel badge are available prior to the AGM.
7. To maintain the list of Club Rules and Officers' Duties and re-distribute as necessary.
8. To ensure membership lists are kept up-to-date and distributed as necessary.
9. To maintain, if required, a stock of Club stationery for Committee members.
10. To produce a member package for each new member consisting of:
 - *Probus pin badge, Probus name badge, ○ the latest newsletter, ○ a copy of the club rules,*
 - *details of the club bank, together with instructions on how to make payments to the club, ○ a member's list, ○ a partner GDPR form, ○ and any relevant flyers and letter of welcome.*
 - To produce a name badge for all guests/potential members
11. To maintain all Christchurch Probus data securely in electronic or paper format:
 - *Data held: - Membership List, Probus Birthday List, GDPR Consent List, Membership Waiting List, Membership Mailing List, Committee Mailing List, Associate Members List, Life Members List.*
12. To maintain a Membership Waiting List when the membership equals 60 (including Life members), ensuring all applicants complete an application form.
13. To ensure Life Member Certificates are issued as and when required.



Programme Secretary

1. To arrange the Programme of Speakers, obtain a short, potted biography from each speaker and ascertain whether any special equipment will be required.
2. To ensure that the autobiographical notes are available to the President on the day.
3. To negotiate the Speaker's remuneration (fees and/or lunch) with the Speaker.
 - o *The Clubs Policy is to request a donation for a 'second' lunch, if required by the speaker. The Programme secretary has full autonomy on the decision.*
 - o *Member speakers will have their meeting fee paid for.*
 - o *Member speakers assisted by their wives/partners should have both lunches paid for. (Discretionary)*
4. To organise members to give Votes of Thanks.
5. To inform the Secretary, the Press & Media Secretary and Webmaster of speakers and persons giving the Votes of Thanks in good time (about 6 months at a time, before each Newsletter).
6. To identify a member prepared to be the speaker for the AGM.
7. Following the AGM, the retiring Programme Secretary to pass on to his successor a full list of speakers, confirmed as attending over the next six months.

Steward

1. To meet the Speaker and any potential new members.
2. To introduce the Speaker and any potential new members to the President.
3. To ensure that a water jug and glasses are available for the Speaker.
4. To assist with the setting up & dismantling of any equipment.
5. To ensure that the Speaker and guests have a pre-lunch drink.
6. To maintain the Visitors' Book.

Dining Secretary

1. To negotiate menus and costs of standard meals with the hotel management.
2. To circulate a list for members to signify their attendance at lunches & enable them to select of meal from the choices available.
3. To provide the Committee with a list of attendees, including guests & visitors, prior to each meeting.
4. To establish the numbers attending and book this number with the Hotel in advance, as agreed with the Hotel management.
5. To determine the seating plan, agreeing seating at Table 1 with the President.
6. To update the Committee on forthcoming menus.

Social Secretaries

1. To organise, publicise, promote and arrange activities, events, and social functions where possible, well ahead of the planned date.
2. To organise the Presidents Lunch/weekend away and joint meetings with wives and partners.
3. To organise the President's Farewell Luncheon. Usually in February before the AGM



4. To liaise with the Treasurer to ensure that all monies charged for the event are collected and that appropriate payments are made to the supplier in a timely fashion.

Press and Media Secretary

1. To produce the club's Newsletters in June and December; to include the future programme of meetings, speakers, and social events and any other officer notices as appropriate.
2. To maintain a presence in public office to promote awareness of the club within the community by liaising with local media.
3. To produce printed brief New Member Biographies, liaising with the new member and Web Master

Treasurer

1. To manage and control the Club's finances, producing an annual budget and reporting on the state of the finances at the monthly Committee meetings.
2. To operate the club's accounts, pay relevant bills and meet financial commitments, including hotel charges, speakers' fees, gratuities and members' expenses.
3. To administer the bank mandate.
4. To ensure that the club is adequately insured at all times to a level agreed by the Committee.
5. To collect annual subscriptions as agreed at the AGM and all fees relating to the activities of the Club.
6. To collect from new members of the Club the required fees and subscriptions as agreed at the AGM
7. To maintain the internet banking and BACS payment facilities.
8. To produce Annual Accounts and ensure their independent examination by an Independent Financial Examiner approved at the preceding AGM.
9. To present at the AGM the Annual Accounts and the Independent Financial Advisor's report, the Budget for the following year and the Committee's recommendations for the subscription and fees for the following year.
10. To maintain a reserve in the funds at a level to be agreed annually by the Committee.
11. To recommend to the Committee changes to the annual subscription and fees, in preparation for the AGM, and, if necessary, additional changes during the year, to keep the club's finances in order.
12. To administer the Presidents Discretionary Fund in consultation with the President.
13. To ensure that a member of the Committee is nominated to be the "observer" of the club's bank account. He will have full access to the club's banking activities and will monitor transactions on the account acting as the second signatory on cheques and confirming payments by BACS. He will act as a reserve for the Treasurer in the event that he is unavailable to transact any necessary matters that the Treasurer would normally deal with.



Webmaster

1. To maintain & develop the Club's website by:
 - o *Consulting with members regarding their requirements*
 - o *Regularly updating all pages on the Club's website.*
 - o *Amending and adding pages, data and information on the website as required by the Committee.*
 - o *Promoting new ideas for improving the site*
2. To produce Bio's for all new members.