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## Summary of the Duties of the Club's Officials

### Version: May 2021

#### 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

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.

#### Past President (Welfare Officer)

1. To meet with guests and introduce them to the other committee members.
2. To ensure that new members to the club are not left alone.
3. To obtain a list of members' birthdays from the Secretary in order to commemorate their 80<sup>th</sup>, 85<sup>th</sup>, 90<sup>th</sup> & 95<sup>th</sup> birthdays.
4. To maintain contact with associate members, ensuring that they are notified of forthcoming functions and receive newsletters & membership lists.
5. To maintain contact with members who are in ill health, visiting where appropriate, and appraising the membership as to their progress:
  - *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.*
  - *Any personal contact on behalf of the club will be coordinated by the Welfare Officer.*
6. To send a sympathy card, on behalf of The Proboscis Club of Christchurch, upon the death of a member, partner or associate member:
  - *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.*
  - *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.*
  - *Any donation made, in lieu of flowers, should be equivalent to the club's annual subscription.*
7. To send an email to all members and associate members upon the death of a member, partner or associate member.
8. To maintain the Shield containing the Past Presidents' collars and organise the annual engraving of the new Past President's name bar.
9. To organise the Past President's Annual Lunch, nominating the venue and inviting Past President's.



## 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 & minutes.
4. To ensure that the list of Committee nominations is available for presentation to the AGM, by the new President.
5. To provide potential members with a membership application form, ensuring that the completed form is presented to the Committee for decision.
6. To arrange for the purchase of name badges, Probus lapel badges and other Probus Regalia, as required:
  - o *Members to be charged at cost price for items ordered.*
7. To ensure a Past President's lapel badge and tie and a President's lapel badge are available prior to the AGM.
8. To maintain the list of Club Rules and Officers' Duties and re-distribute as necessary.
9. To ensure membership lists are kept up-to-date and distributed as necessary.
10. To maintain, if required, a stock of Club stationery for Committee members.
11. To produce a member package for each new member consisting of:
  - o *Probus pin badge, Probus name badge,*
  - o *the latest newsletter,*
  - o *a copy of the club rules,*
  - o *details of the club bank, together with instructions on how to make payments to the club,*
  - o *a member's list,*
  - o *a partner GDPR form,*
  - o *and any relevant flyers and letter of welcome.*
12. To maintain all Christchurch Probus data securely in electronic or paper format:
  - o *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.*
13. To maintain a Membership Waiting List when the membership equals 60 (including Life members), ensuring all applicants complete an application form.
14. 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 donation being fixed for the time being at £10.00. The Programme secretary has full autonomy on the decision.*
  - o *Member speakers will have their lunch 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 estimate the attendance and book this number with the Hotel in advance, as agreed with the Hotel management. (Members are to inform the Dining Secretary at least 3 days before the meeting if they are unable to attend, or if they have any special requirements for the lunch menu.)
5. To determine the seating plan, agreeing seating at Table 1 with the President.
6. To update the Committee on forthcoming menus, preferably 6 months before each Newsletter.

## Social Secretaries

1. To organise activities, events and social functions, where possible, well ahead of the planned date.  
Regularly held events include:
  - *President's Lunch*
  - *Weekend Away*
  - *Golf competition*
  - *Nine-pin bowling competition*
  - *Quiz Night*
  - *Joint Meetings with partners*
  - *Coffee mornings*
2. To organise the President's Farewell Luncheon.
3. To organise the June & December joint meetings with partners.
4. To circulate flyers advising of forthcoming social events, enabling members to indicate their intention to attend.
5. 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.
2. To increase awareness of the club within the community, as and when appropriate, through:
  - *Liaising with the Christchurch / Highcliffe Eye*
  - *Making entries on Next Door*
  - *Updating the Club's notices in the Library, Tourist Information Office, Stewart's etc.*
  - *Producing Publicity 'flyers' for the Club*
  - *Organizing membership awareness events*
  - *Submitting monthly reports to the New Milton Advertiser and any other local papers.*
3. To undertake occasional surveys of membership satisfaction, attitudes & requirements.



## Treasurer

1. To manage and control the Club's finances, producing an annual budget & reporting on the state of the finances at the monthly Committee meetings.
2. To operate the Club's accounts and pay relevant bills, including Hotel Charges, Speakers' fees and members' expenses.
3. To organise the bank mandate.
4. To ensure that the club is adequately insured at all times.
5. To collect annual subscriptions at the April meeting and to collect meal charges monthly.
6. To collect new member joining fees and subscriptions after their induction:
  - o *Joining Fee = £15.00*
  - o *Existing Member Annual Subscription Fee = £25.00*
  - o *New Member Annual Subscription Fee, dependent upon date of induction, as follows:*

<i>April, May, June</i>	<i>£25.00 = 100%</i>
<i>July, August, September</i>	<i>£20.00 = 80%</i>
<i>October, November, December</i>	<i>£15.00 = 60%</i>
<i>January</i>	<i>£10.00 = 40%</i>
<i>February and March</i>	<i>£0 (no fee)</i>
  - o *Attendance at Meeting only = £5.00*
  - o *Attendance including Lunch = £22.00*
7. To maintain the internet banking and BACS payment facilities.
8. To produce Annual Accounts and obtain an independent verification of the accounts by a person approved by the Committee.
9. To present the Annual Accounts at the AGM, together with the Budget for the following year, providing a copy for each member attending.
10. To maintain a reserve of funds of 10% (c£3000); this sum to be reviewed annually.
11. To obtain the Committee's agreement for the gratuities to be paid in respect of the monthly meetings and ensure that any agreed change is put to the General Meeting (not AGM) in March.
12. To recommend changes to joining & subscription fees, meal charges etc., to the Committee, as and when appropriate, in order to keep club finances in order.
13. To contribute the cost of the yearly sub to the charity chosen by the family of the member who died when asked to do so by the Welfare Secretary.
14. To ensure that a member of the Committee is nominated to be an "observer" of the club's bank account. The observer:
  - o *Will have full access to the club's bank account and debit card;*
  - o *will monitor transactions on the account; and*
  - o *will act as a backup to the Treasurer in the event that he is unavailable to complete an urgent debit card transaction.*
  - o *The current observer is the President, who will retain the role until 2021.*

## 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 keep the appointed Website assistant up to date with all aspects of the website.
3. To produce and print Members Hidden Gems.

## Webmaster Assistant

1. To assist in the maintenance of all pages on the Club's website.
2. To deputise for the Webmaster in his absence.
3. To amend and add pages, data and information on the website as required by the committee.