

# St Kilda Beach Probus Club

## Committee Position Descriptions

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### **President**

Role summary:

1. Provide leadership and direction to the Management Committee, promote member engagement and retention, and seek to grow the Club.
  2. Chair meetings and be familiar with the protocol for motions, debate/discussion and voting (see Club handbook).
  3. Ensure an agenda is prepared for Committee meetings, in consultation with the Secretary.
  4. Ensure PowerPoint slides and a running sheet are prepared for General Meetings.
  5. Ensure that Committee recommendations (where required) are brought to the membership for decision/confirmation.
  6. Write President's Messages for the website, and a Welcome for General meetings.
  7. Coordinate arrangements for Committee elections at the Annual General Meeting, in conjunction with the Secretary.
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### **Vice President**

Role summary:

1. Assist the President in providing leadership and direction to the Management Committee.
  2. Chair meetings and deal with any presidential issues that may arise in the President's absence.
  3. Assist with the duties of any Committee member in their absence or arrange an alternative assistant.
  4. Assist any Committee member who has a heavy workload.
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### **Secretary**

Role summary:

1. In consultation with the President, prepare agendas for Committee meetings, General Meetings and the Annual General Meeting.
2. Record minutes of Committee meetings, General Meetings (when appropriate) and Annual General Meetings and present these minutes at the following meeting for formal adoption as a 'true and correct record'
3. Ensure correspondence (email, mail, PO Box, etc) is handled in a timely manner.
4. Ensure that following the Annual General Meeting, the PSPL Annual Return Forms and

payment of fees are lodged by 30 April, and all relevant State and Federal documents are lodged in a timely manner (e.g. Annual Statement for Consumer Affairs Victoria [CAV]) and ATO, ABR and CAV records are current and up to date. This includes ABN, TFN and Incorporation.

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## **Treasurer**

Role summary:

1. Ensure that appropriate systems and processes are in place for the handling of all Club funds, including the requirement for 2 signatories on the main trading account.
  2. Arrange payment of capitation fees and magazine subscriptions to PSPL by 30 April each year.
  3. Reconcile bank accounts monthly and prepare a financial report for all Committee meetings, General Meetings (quarterly only) and Annual General Meetings.
  4. Prepare a budget each year, and recommend the amount of the Club's annual membership subscription for approval by the February General Meeting. Consider the inclusion of the *Active Retirees* magazine subscription in the annual membership subscription.
  5. Pay all accounts in a timely manner by EFT. Small accounts can also be paid using petty cash with supporting documentation.
  6. Update bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories for any reason).
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## **Activities Officer**

Role summary:

1. Investigate and propose suitable outings and activities for Committee consideration. For insurance purposes, all activities must be approved in advance by the Committee.
  2. Write a brief description of agreed activities for the website, including images as appropriate.
  3. Announce forthcoming activities at General Meetings, coordinate in-person bookings at meetings, and monitor bookings and enquiries made through the Activities Gmail account and the club's website.
  4. Monitor the Activities Bank Account to ensure payments are received, book and pay venues or providers with the Club's Activities debit card, and forward receipts of all expenditure to the Treasurer.
  5. Maintain an activity record (name and phone number) of each person (member or guest) who books to attend an event and forward these details to each event host. After the event, upload each Activity record to DropBox.
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## **Guest Speaker Officer**

The Guest Speaker Officer may choose to serve on the Committee, or alternatively, may fulfil this role as a non-committee member, reporting to the Committee via the Activities Officer.

Role summary:

1. Recommend speakers, their topic and credentials, for review at Committee meetings.
  2. Once approved, approach the speaker to ascertain their interest, availability, and whether they expect payment for their presentation.
  3. Confirm arrangements, including length of address, audio-visual arrangements, and transport/parking needs.
  4. Draft a promotional blurb for the Club's website, Facebook page, and social media sites such as TWISK and RISK.
  5. Draft a welcome note to introduce the speaker at the Meeting.
  6. Photograph the speaker and following their talk, post a brief blurb on the Club's Facebook page.
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## **Membership Officer**

Role summary:

1. Maintain an up-to-date register of members and their financial status.
  2. Maintain a record of attendees, both members and visitors, at each meeting.
  3. Maintain an up-to-date register of member and non-member newsletter recipients.
  4. Ensure that membership application forms are reviewed by the Committee, fees are paid, PSPL is advised of new members and a membership badge is prepared.
  5. Contact members with regular absences from meetings to understand why and determine if any support is needed (such as transport to meetings), in conjunction with the Committee.
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## **General Committee Officer (x2)**

The General Committee Role is to participate in Committee discussions and decisions and to assist other Committee members as appropriate.

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