

Management Committee Roles

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ROLE	Description
President	<p>The President's role provides effective leadership and direction to the Newport Probus Club and actively promotes the true spirit of Probus – fun, friendship, and fellowship!</p> <p>The President is the Chairperson of the Newport Probus Club Management Committee which is responsible for the club's administrative matters, engagement and retention of members, and the growth of the Club.</p> <p>This is a highly visible role with a strong focus on communication and fostering positive relationships with members, other relevant entities, and communities.</p> <p>The President ensures relevant alignment with Probus South Pacific Ltd., Guidelines for governance, and best practices.</p>
Vice President	<p>The main role of the Vice President (VP) 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.</p> <p>Working with the President, the Vice President needs to become familiar with the role and responsibilities of the Presidency and “steps up” in instances of the absence of the President.</p> <p>This role requires keeping up with all the activity groups and helping to establish new groups as needed.</p>
Immediate Past President	<p>The role of the Immediate Past President is to support and advise the incoming President and the new Committee. He/she can vote and bring up matters for the Committee's consideration. It is not, however, an elected position but undertaken as a result of being President in the previous year.</p>
Treasurer	<p>The Treasurer's position is great fun and highly recommended! It generally only takes around two hours per week and the task can be simply completed either manually on a ledger or a computer. The main role is to ensure that clear and accurate financial records are maintained and it is not essential to have an accountancy background, just knowledge of reading the bank statement and making a list of payments and receipts, keeping a list of each event and who has paid, and then making occasional payments for events or refunds.</p> <p>A simple cash position is required for the monthly meeting and occasionally changing bank signatories when committee positions change.</p> <p>That is about it - please apply today!!</p>
Secretary	<p>The Secretary role is a great way to meet our members and actively support the successful running of the club!</p>

	<p>The secretary's role mainly is to support the President to ensure Newport Probus Club Management Committee functions smoothly and that we have accurate club minutes of meetings and other club records.</p> <p>Responsibilities include the creation, and distribution of the Management Committee Minutes and the General Monthly Meeting agendas, recording and distributing the Minutes of these meetings.</p> <p>You need to have:</p> <ul style="list-style-type: none"> - About 8-10 hours per month timewise and; - A good level of computer (digital) competency (MS Office applications) <p>Also, consider the opportunity to become an Assistant Secretary as a great way of "learning the ropes" of the role.</p>
Membership Officer	<p>Maintain spreadsheets & files for Members' details, attendance, resignations & applications.</p> <ul style="list-style-type: none"> • Send updates of resignations & new members to PSPL for their membership numbers, and order badges. • Send out requests for applications via scan or mail. • Compile attendance/apology reports each month for our secretary. • Set up for meeting check-in each month before arrival. • Keep a record of each member's meeting attendance to ensure compliance with membership rules.
Newsletter Editor	<p>Editing the Newport Probus Link newsletter brings you in contact with all aspects of the functioning and operations of the club. The newsletter is the main communication vehicle between the event, activity organisers, and all the members. It is the glue that holds the club together.</p> <p>Once a month the officer solicits reports, news activities, and events from the activity coordinators and event organisers as well as information from the Management Committee for communication with the members.</p> <p>The Newsletter Officer edits and formats the material received into a cohesive news sheet using the newsletter template. All the contributors are asked to look for errors and omissions in the draft before the Link is emailed to all the members on the Sunday before the monthly meeting.</p> <p>It takes about 8 to 10 hours per month, spread over several days.</p>
Activities Officer	<p>The role of Activities Officer is exciting and rewarding. It requires planning and organisational skills, patience, and imagination.</p> <ol style="list-style-type: none"> 1. Investigate suitable outings and activities and ensure that a risk assessment of each outing is conducted when determining suitability.

	<ol style="list-style-type: none"> 2. Ask members for suggestions for proposed outings, tours, and other activities. 3. Help members organise a suggested outing. 4. Be responsible for making sure that all the Activity Leaders are following the club's management guidelines.
Speaker Coordinator	<p>The key responsibilities of the Speaker Co-ordinator are to:</p> <ul style="list-style-type: none"> • Organise interesting speakers for our monthly meetings from January to November inclusive. • Organise a couple of standing 'emergency speakers' just in case a scheduled speaker withdraws unexpectedly. • Liaise with scheduled speakers as their appointed dates approach to ensure they are briefed about our meetings, the technology we have available, and the hospitality we offer such as morning tea and the sausage sizzle. • Meet speakers, introduce them to key committee members, ensure they are set up on time and are ready to commence when scheduled, and do everything required of a caring host. • Formally introduce speakers to the assembled membership and thank them after their presentation. • Take responsibility for our audio-visual equipment, transport it to and from meetings, and store it securely between meetings. <p>Our various Speaker Co-ordinators have over the history of our club established document templates, details on where and how to find speakers, and other useful information which will make the job of future Speaker Co-ordinators easier</p>
Welfare Officer	<p>The role of the Welfare officer is to be alert to the welfare of members and the committee. Advise of any relevant information available to our members regarding social well-being. Be open to communication with members</p>