



## **ROLE DESCRIPTION**

### **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 which is friendship, fellowship and fun. Decisions are almost always made by consensus.

While the President and the Management Committee will 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.

The role of the President can be summarised as follows:

- 1 Should be familiar with the constitution, by-laws and/or standing resolutions and have a copy available for reference at all meetings.
- 2 Should understand how to chair a meeting and the protocol for motions, debate/discussion and voting. Refer to the Rules of Debate for Meetings section of this handbook.
- 3 Should ensure that an agenda is prepared for meetings.
- 4 Should begin and end meetings on time.
- 5 Should take the opportunity to meet and greet all members, guests and visiting Club members.
- 6 Should ensure that Committee recommendations (where required) are brought to the membership for decision/confirmation.
- 7 Provide leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus - friendship, fellowship and fun.
- 8 Encourage members to contribute stories, articles, letters and photographs for publication in the Active Retirees publications and/or the PSPL website.
- 9 Should maintain a positive relationship with the Club's sponsoring Rotary Club.