



COOGEE BEACH PROBUS CLUB

Management Committee

Roles & Responsibilities

The Coogee Beach Probud Club (CBPC) has a Management Committee fulfilling the following roles;

President
Vice-President
Secretary (Public Officer)
Assistant Secretary & Welfare Officer
Treasurer
Newsletter Officer
Guest Speaker Officer
Membership Officer
Outings & Activities Officer
Publicity Officer (currently vacant)
General Committee Officer(s)

Are you considering stepping up into one of these roles? Or are you simply interested in what the roles entail? If yes to either or both of these questions, read-on to get a better understanding of what your Management Committee does to ensure that our Club runs efficiently and provides us with opportunities to get together for fun and friendship in retirement.

The Role of the Management Committee

The role of the Committee is to manage the Club in accordance with the Club's constitution, standing resolutions and any legal requirements (laws) that the Club may be subject to. Therefore, all members of the Management Committee must be fully aware of their obligations to ensure that the Club is run correctly and must be fully conversant with the Constitution and Standing Resolutions. There are administrative duties to undertake but the Management Committee will also proactively develop strategies for retention and growth of members and succession plans for Management Committee positions.

Below is a summary of the roles and responsibilities of each position on the Management Committee

The Role of the President

The President will normally undertake the following roles

- Provide leadership and direction to the Management Committee
- Chair the monthly meetings and the Annual General Meeting (AGM)
- Ensure that the agenda is finalised prior to any meeting
- Implement retention, growth and succession plans
- Encourage members to be active in the Club and to share their experiences

The Role of the Vice-President

The Vice-President will normally undertake the following roles

- Support the President and stands-in for the President during period of absence e.g. chair the monthly meetings and the Annual General Meeting (AGM), ensure that the agenda is finalised prior to any meeting
- Assist the President to implement retention, growth and succession plans
- Assist other Committee Members to undertake their roles where appropriate e.g. during absences or periods of heavy workload

The Role of the Secretary – Public Officer

The Secretary and/or Public Officer will normally undertake the following roles

- Prepare agendas for each meeting and issues formal notice of each meeting
- Records minutes of each meeting for approval and signing
- Issues notices and nomination forms for the election of Management Committee Members
- Maintains a list of Management Committee Members
- Maintains a Register of Members
- Ensure that all annual returns are lodged within deadlines
- Act as the contact or liaison point for all legal and regulatory matters

The Assistant Secretary assists the Secretary to perform the functions of the role and steps in to undertake the role in the absence of the Secretary

The Role of the Treasurer

The Treasurer will normally undertake the following roles

- Ensure that the Club has a bank account and EFT capabilities
- Arrange all payments to PPSL
- Prepares and submits financial reports for the Management Committee and members
- Prepares an annual budget based on expected costs for the upcoming period
- Collects all Club funds – including for activities and outings - and issues receipts as appropriate
- Banks all funds within 2 working days to comply with insurance requirements
- Manage the petty cash account
- Reconciles the bank account
- Maintains a list of Club assets
- Updates bank signatories
- Be aware of tax implications for the Club and communicate these to the Management Committee

The Role of the Newsletter Officer

The Newsletter Officer will normally undertake the following roles

- Prepare and distribute a monthly newsletter to members which includes details of all upcoming activities and outings, reports on previous activities, guest speaker information and details of talks, include photographs and encourage people to be active in the Club
- Maintain the CBPC webpage, including the uploading of all relevant documents such as newsletters, official Club documents, maintain the online activities list and edit/create website content

The Role of the Guest Speaker Officer

The Guest Speaker Officer will normally undertake the following roles

- Arrange a forward programme of guest speakers for each monthly meeting, including a short list if a speaker cannot attend
- Arrange a small gift for presentation to the guest speaker at the end of the talk

The Role of the Membership Officer

The Membership Officer will normally undertake the following roles

- Ensure membership application forms are correctly completed
- Maintain an up to date Register of Members
- Advise PPSL of any changes to the Register of Members – this is completed online
- Maintain a record of members and guests attending each meeting
- Order and distribute Probus cards and name badges to new members

The Role of the Outings & Activities Officer

The Outings & Activities Officer will normally undertake the following roles

- Investigate and propose activities and outings for approval by the Management Committee, including a risk assessment for each activity or outing and costing
- Maintain attendance lists for all approved activities

The Role of the Welfare Officer

The Welfare Officer will normally undertake the following roles

- Keep in touch with sick, bereaved or isolated members who may need moral or physical support and arrange for flowers, cards and other things to be sent to such members
- Report to the Management Committee if a person's situation changes and additional support is required

The Role of the Publicity Officer

The Publicity Officer will normally undertake the following roles

- Raise awareness of the Club in the community through local media and online
- Submit articles and photographs to PPSL for inclusion in Probus publications and websites

The Role of the General Committee Officer(s)

The General Committee Officer(s) will assist and be part of any task that pops up. They may assist other Management Committee members and/or be asked to coordinate specific tasks.

So are you interested in nominating for the Management Committee? Only one thing to bear in mind
- you need time!!

- The Management Committee meets separately each month for 2 hours during which we discuss the Club and make decisions about ongoing and upcoming matters
- You will also need to commit to undertaking the ongoing tasks of the role/position for which you want to nominate plus any additional tasks that pop up

So if you've got time and you see a role you think you want to be involved with then nominate when the time comes!!