



Castle Hill & District Probus Club Inc.

ROLES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

INTER-CLUB ACTIVITIES OFFICER

The Interclub Activities Officer has the responsibility: -

- Attend all Committee Meetings
- Co-ordinate the special interest groups ; and report on these activities to the Management Committee;
- Assess suggestions for new groups and report to the Management Committee on the feasibility of the suggestions;
- Following approval by the Management Committee and the membership, assist with the creation of the new group;
- Ensure that any new groups have a group leader who is competent and willing to lead the group;
- Assist outgoing group leaders to obtain a replacement group leader
- Ensure that member attendance sheets are completed in accordance with the requirements of the Probus South Pacific insurance policy;
- Recommend to the Management Committee the closure of a group should this be necessary due to unsustainable numbers or inability to find a permanent group leader.
- Displaying the Monthly Information regarding each Activities Group
- Each month you are required to contact the Activity Groups to find out what they are doing and then make appropriate signage for the Stage.