



Castle Hill & District Probus Club Inc.

ROLES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

SENIOR VICE PRESIDENT

The duties of the Senior Vice President are:

- Attend Committee Meetings
- Be familiar with the Constitution and Standing Resolutions
- Understand how to chair a meeting and protocol for motions, debate/discussions and voting.
- Work closely with the President to become familiar with the role and responsibilities of the Presidency.
- Take over the running of the meetings in the President's absence.
- Deal with any Presidential issues that may arise in the Presidents absence.
- Be prepared to take over the duties of any Committee member in their absence or arrange an alternative assistant.
- Assist any Committee member who has a heavy work-load.
- Support any committee member or Activity Coordinator as required.
- Work closely with the Guest Speakers Coordinator and assist with any special requests to accommodate the Guest Speaker.
- Check that the Hospitality Coordinator has the appropriate staff and equipment setup before General Meetings.
- Work with the President and the Executive Committee on recruitment of new committee members.
- At each monthly meeting catch up with 1 - 3 members, if possible - use it to gain feedback on how the club is running (likes and dislikes) and any changes they would suggest.
- Talk to new members and guests and make them welcome at meetings.