**Probus Club of Mountain View – Management Position Descriptions**

*The Management Committee will consist of Past President, President, Vice President, Second Vice President, Secretary, Treasurer, Membership Chair, Speakers Chair, Social Committee Chair, Communications Chair, and maximum of two Members at Large.* ***Positions other than those of President and Vice Presidents and Membership can be co-chaired as needed.***

*From time to time, it may be necessary to add management officers or subcommittees to this list. Any new positions or subcommittees will be presented to the membership by the Management Committee for volunteers; examples of possible subcommittees; Social Committee Newsletter Editor, Club Activity Organizers and Event Organizers.*

*The duties of the officers/subcommittees shall be those usually pertaining to their respective offices and is provided for in the Constitution and Bylaws.*

**Past President:**

* + Provide vision and leadership to the Club.
  + Attend and participate as a voting member at monthly MC meetings.
  + Chair the Nominating Committee.
  + Attend and participate as a voting member of MC

**President:**

* Provide vision and leadership to the Club.
* Prepare agenda and chairs the monthly Management Committee meetings.
* Set agenda and chairs the clubs monthly general meetings.
* Attend and participate as a voting member of the MC.
* Seeks to obtain approval of the monthly MC meetings.
* **Preparation of Agenda and chairing the annual AGM in June**
* Liaise with Probus Canada (via our District 7 representative).
* Award President’s Cup at monthly general meetings, when appropriate.
* Ensure Club Policies are up to date.
* Sit as a member on the Nominating Committee.
* Signing officer.

The President shall review the Standard Constitution for Clubs and their own clubs’ bylaws with their Management Committee prior to or at the first Management Committee meeting following the establishment of a new Management Committee. If any office becomes vacant it shall be filled at the meeting at which vacancy has been received or as soon after as possible.

**Vice-President:**

* Provide vision and leadership to the Club.
* Attend and participate as a voting member at monthly MC meetings.
* Sits as a member on the Nominating Committee.
* Liaison with meeting Venue. Works with Treasurer to negotiate annual contract and ensure monthly meeting set up.
* Fills in when President is absent – either at MC meetings or general meetings.
* The Vice President would ascend to the Presidency if for any reason the President is unable to perform his or her duties during the normal term of office.
* The Vice President will be elected to President following the process provided for in the Constitution and bylaws for election of election of officers.
* Responsible for the planning and organizing of the Annual New Member’s Welcome Event.
* Responsible for preparing background summaries of new members and formally introducing to the membership at the September meeting.
* Responsible for creating the June thank you slide presentation recognizing club volunteers and events.

**2nd Vice-President:**

* Provide vision and leadership to the Club.
* Attend and participate as a voting member at monthly MC meetings.
* Organizes the Members Moments or a mixer for the General Meetings from October to Mays.
* Fills in when Vice-President is absent – either at MC meetings or general meetings.

**Secretary:**

* Provide vision and leadership to the Club.
* Attend and participate as a voting member at monthly MC meetings.
* Takes minutes of MC meetings and distributes them to MC members.
* Advise Club members of upcoming AGM and takes minutes at the AGM.
* Archives pertinent Club information. (Club charter, constitution, bylaws, policies)
* Works with MC to ensure Club policies are kept up to date.
* Send in any Management update changes to Probus Canada via Probus Canada website

**Treasurer:**

* Provide vision and leadership to the Club.
* Attend and participate as a voting member at monthly MC meetings.
* Official Signing officer.
* Responsible for Club finances and banking.
* Seeks a scrutineer (to be approved by MC) to review the Club’s financial statements, this report is presented to Club members at the Annual General Meeting.
* Seeks 4 signing officers agreed upon by the Management Committee to co-sign all cheques issued by the club.

**Membership Chair:**

* Provide vision and leadership to the Club.
* Attend and participate as a voting member at monthly MC meetings.
* Maintains membership list.
* Arranges for members badges.
* Updates membership list, when there are changes in the membership information and sends to Communications Chair for posting.
* Provides webmaster with email address changes, and email addresses of new members or deleted members.
* Sends out e-mail blasts as required to notify members of important information.
* Email club Policies and By Laws to New Members.
* Organizes and provides Club members with membership renewal forms on an annual basis. Collects membership fees.
* Manages the Probus Mountain View general mailbox (Gmail account) and responds to emails, or forwards to the appropriate MC member.
* Manages the invitation to new members via the website in June of each year.
* **Assists the VP with the formal introductions of new members by handing out the Probus name badges**.

**Social Committee Chair(s):**

* Provide vision and leadership to the Club.
* Attend and participate as a voting member at monthly MC meetings.
* Organizes and Chairs Monthly Social Committee meetings/coordinates a team of volunteers to organize events. Liaise with activity leaders.
* Organizes sign up tables for events/activities at monthly general meetings.
* Prepares and presents Social Committee report at monthly general meetings.

**Speaker Chair(s):**

* Provide vision and leadership to the Club.
* Attend and participate as a voting member at monthly MC meetings.
* Seeks out and confirms interesting speakers for the monthly General Meetings.
* Presents list of speakers to MC for input.
* Presents a notional Speaker’s budget to MC that is based on estimated Speaker compensation requirements.
* Coordinates Speaker A/V requirements with the Communications Team
* Obtains honorarium from the Club Treasurer and gives to the Speaker.
* Meets, Introduces and thanks Speakers at the monthly general meetings.

**Communications Chair (s)**

* Provide vision and leadership to the Club.
* Attend and participate as a voting member at monthly MC meetings.
* Responsible for the Club’s digital newsletter (works with the Social Committee/designate, President in producing newsletter content).
* Responsible for the Club’s website (works with Club members to produce content).
* Prepare electronic membership surveys (when required)
* Responsible for technology support and organizing the monthly slide presentations at each monthly meeting.

**Newsletter Producer (can be a shared position)**

* Responsible for the producing the Club’s digital newsletters. Newsletter input comes from Management Committee/Social Committee members. 9 newsletters are produced year.
* The representative is welcome to participate in all Management Committee meetings as a non-voting member.

**Member at Large**

* Provide vision and leadership to the Club
* Provide input to Management Team as a member’s voice.
* Attend and Participate as a voting member at monthly MC meetings.
* Fills in for other Management Committee members if required and able.