

ESCARPMENT PROBUS CLUB of Milton

MANAGEMENT COMMITTEE - JOB DESCRIPTIONS

PRESIDENT:

- Facilitates consensus on overall direction of the Escarpment PROBUS Club
- Prepares the agenda and convenes the monthly Management Committee planning meetings
- Prepares the agenda and convenes the monthly General meeting
- Reads and is familiar with Escarpment PROBUS Club by-laws and constitution
- Acts as Escarpment PROBUS Club contact for communication with both other PROBUS clubs and the general public
- Acts as the representative of Escarpment PROBUS Club in signing for any contracts or agreements with other organizations (hall rental etc.)
- Acts as a signatory for Escarpment PROBUS Club cheques as necessary
- Deals proactively with issues affecting the Club
- Ensures impending actions by the executive have been dealt with expeditiously
- Interfaces with the Vice President to ensure a smooth transition at term ending
- Adds News posts on NEWS page of WA website when appropriate

VICE PRESIDENT:

- Active member who will be expected to assume the President's position the following year
- Understudies for the President's position and convenes monthly meetings in the President's absence
- Ensures that both the venue and any other needed contracts are in place
- Arranges for delivery of coffee and ensures that greeters are in place for General meetings
- Acts as a signatory for Escarpment PROBUS Club cheques when necessary
- Co-ordinates the application to the Milton Community Fund in the event that the Management Committee decides to submit an application
- Supports uploading of documents to google drive (several on the management team have had issues accessing and/or are not comfortable with the team room)
- Adds News posts on NEWS page of WA website when appropriate

Past President:

- Attends management and general meetings
- Acts as a source of continuity for the club due to the three year term (VP, P, PP)
- Heads the recruitment team to fill management positions - Half of the team is replaced every year
- Adds News posts on NEWS page of WA website when appropriate

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TREASURER:

- Ensures that the funds of Escarpment PROBUS Club are deposited in a financial institution approved by the Management Committee
- Works closely with the Activity, Social, and Membership chairs re: payment for events/memberships
- Disburses and keeps accurate records of all financial transactions for the Escarpment PROBUS Club
- Reports the bank balance and petty cash amounts to the Management Committee each month
- Reconciles each month's funds with bank statements and Affinipay reports
- Prepares financial statement at the end of the fiscal year and provides records to be audited
- Adds News posts on NEWS page of WA website when appropriate

SECRETARY:

- Takes minutes of the Management Committee planning meetings and uploads to google drive
- Takes minutes of the Annual General Meeting (September) and uploads to google drive
- Updates the Escarpment PROBUS Club's information yearly for use in the PROBUS Canada directory and website
- Updates the Action Items and Escarpment Probus Committee History documents as required in google drive
- Updates the Escarpment PROBUS Club's information yearly for the Town of Milton and Halton guides
- Updates the Escarpment PROBUS Club's information yearly for the bank
- Looks after correspondence
- Ensures that the annual insurance fee is paid to PROBUS CANADA
- Keeps the Club's files, e.g. insurance, hall rental / lease, etc.
- Adds News posts on NEWS page of WA website when appropriate

PROGRAM CHAIRPERSON:

- Arranges for speakers for the monthly General meetings
- Determines speaker's needs and arranges same as needed
- Sends Zoom meeting invite to Speaker if required
- Provides the Forum editor and WA Administrator details re: topic and a short resume prior to publishing deadline
- Introduces speaker at the General meeting
- Arranges for speaker to be thanked and presented with gift
- Sends a thank you note to the speakers following their presentation
- Arranges and schedules either mini-bios or travelogues from current membership as time permits
- Adds News posts on NEWS page of WA website when appropriate

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ACTIVITIES CHAIRPERSON:

- Selects the Activities Committee members to work with for the term
- Co-ordinates and arranges a variety of extracurricular events/excursions monthly with other members of the activities committee
- Creates activity events in WA with registration information, scheduled email invites and reminders with applicable instructions if required
- Ensures there are sign-up sheets for each event at general meetings and manually records sign-ups in WA
- Reports on upcoming events at both the Management Committee and General meetings
- Provides information re: upcoming events for inclusion in the monthly Forum
- Works closely with the Treasurer re: payment for events
- Adds News posts on NEWS page of WA website when appropriate

MEMBERSHIP CHAIRPERSON:

- Works closely with the Treasurer re: payment for membership
- Maintains a binder of all current membership applications and signed Waivers
- Maintains a Waitlist of membership applications
- Presents applications for prospective members for approval, when space is available, at Management Meetings
- Sets up New Members and gets vaccine proof and Waiver signed
- Issues name badges and PROBUS pins
- Orders name badges for new members and replacement name badges for current members, from the supplier
- Fulfills store orders from WA
- Welcomes new members and introduces visitors and guests at the monthly General meeting
- Organizes Newcomers Meeting
- Provides membership application forms to potential new members as needed
- Issues a membership list to all members at least once a year.
NOTE - Members have the option to exclude their personal information from the General Circulation list. As well, a statement that this list is NOT to be used for commercial purposes will be included.
- Adds News posts on NEWS page of WA website when appropriate

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SOCIAL CHAIRPERSON:

- Selects the Social Committee members to work with for the term
- Provides overall co-ordination/leadership for the regular social clubs
- Starts new social clubs when it is determined that there is sufficient interest and adds to group to WA– ensures that protocols are met such as convenor, time, location etc. and that these details fit within the context of pre-existing clubs
- Ensures that there are sign-up sheets for each club available at General meetings
- Acts as the primary liaison and appoints convenors of the various social clubs
- Ensures that there is regular turnover of convenors as needed
- Provides coordination/leadership for all aspects of the three major annual social outings available to all members – the Christmas luncheon, the Picnic, and the Anniversary Dinner/Dance
- Works closely with the Treasurer re: payment for events
- Creates social events in WA with registration information, scheduled email invites and reminders
- Maintains social group members in WA as requested by convenors
- Adds News posts on NEWS page of WA website when appropriate

FORUM EDITOR:

- Produce and publish the monthly Forum
- Attend Management Committee and General meetings to takes notes for inclusion in the Forum
- Liaison with convenors of the various social clubs and Management Committee members for input to the Forum
- Updates Escarpment PROBUS website monthly with current Forum (in current and prior issues pages
- Updates Escarpment website monthly with past meeting information and links
- Updates Escarpment PROBUS website with new information as requested by management team
- Sends out email blasts to entire membership as requested by management team using WA email
- Adds News posts on NEWS page of WA website when appropriate

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Zoom Co-ordinator (non-management):

- Book Zoom meetings as requested by Club Convenors - communicate meeting ID and passcode as well as moderator sign-in requirements
- Provide Zoom education to new users / convenors
- Forward general meeting recording link to Forum owner for inclusion in monthly newsletter and WA
- Monitor Escarpment Zoom gmail account (typically this only requires a quick review and deleting of confirmation emails)
- Facilitate Zoom subscription renewal - May
- Book monthly management and general meetings in Zoom
- Arranges test Zoom meetings for speakers if requested by Program Chair

WA Administrator (non-management):

- Assist with WA maintenance – website, events, membership
- Arrange WA trainings when requested for members
- Chair technical committee to assist with WA questions and trainings
- Creates meeting events in WA with speaker information, scheduled email invites and reminders with Zoom instructions if required