



Position Description

Position Title

President

Position Description - general

Provide leadership to Management Committee and general membership to ensure the following outcomes:

- The club operates in accordance with policies and procedures of PROBUS Canada and PROBUS Club of Northumberland bylaws.
- The club presents a good public image to the community.
- The club presents an environment conducive to attracting qualified new members - i.e. club that has fun, is active, provides opportunities for development and provides opportunities to volunteer.

Position Duties

Management Committee

1. Establish objectives for the new year (start of year).
2. Review club bylaws (every three years).
3. Chair Management Committee meetings (monthly or at chosen interval):
 - a. Provide an agenda for meeting (include approval of previous meeting minutes).
 - b. Provide an environment where everyone feels free to participate.
 - c. Ensure that all activities identified are followed through to completion.
4. Ensure a nominating committee is established in early July,
5. Appoint an auditor to audit finances at year end.

General Meetings

- 1) Develop an agenda for General Meeting:
 - a) Approval of minutes of previous meeting (where necessary).
 - b) Introduction of guests
 - c) Committee reports
 - d) Guest speaker
 - e) Date of next meeting
- 2) Chair general meetings that are not theme oriented - start and end on time
- 3) Ensure the communication of all pertinent incoming information - i.e., PROBUS CANADA, other clubs, community, etc.
- 4) Provide an environment where everyone feels free to participate; encourage general membership to get involved in projects and in the Management Committee.
- 5) Listen to concerns of members and bring concerns back to the Management Committee.
- 6) Ensure there is follow-up with the individual.
- 7) Give praise for jobs well done.

Other

Represent the Club at meetings called by PROBUS CANADA, and the PROBUS Clubs of Ontario.

Be an ex-officio member of all standing committees of the Club.

Act as one of the signing officers for the Club bank account.

Act as official spokesperson of the Club.

The President will vote only to decide a tie vote.

Date last updated

February, 2020