

PROBUS CLUB OF WESTERN OTTAWA
JOB DESCRIPTIONS FOR EXECUTIVE MEMBERS

Updated May 2015

Job description for President

- provide leadership of the Executive and Club Members
- encourage a comfortable atmosphere amongst Club Members
- chair Executive meetings and Club meetings
- write a Thank-You note to the Guest Speaker; coordinate persons introducing and thanking Guest Speakers
- interface with Church Secretary and signing the Contract for use of space for meetings
- be responsible for hanging the banner on the podium at meetings, and storing it between meetings
- attend Regional meetings

Job description for Past President

- in addition to General meetings, attend monthly Executive meetings
- participate in discussions, and provide assistance to current Executive, when requested
- with the current President, establish a nomination list for next year's Executive

Job description for Vice-President

- elected by the General Membership
- serve a one-year term
- act on behalf of the President in the President's absence
- provide counsel and advice to the President and to the members of the Management Committee
- attend all Management Committee meetings and Club meetings
- pursue opportunities to learn the role of President in preparation for assuming that office
- take on such other duties and projects as they may be assigned

Job description for Secretary

- record and transcribe Minutes of all Executive meetings
- distribute Minutes to Executive members for approval at next Executive meeting
- maintain an up-to-date file of approved Minutes
- any other correspondence as may be required

Job description for Treasurer

- maintain financial records for the club by:
 - A) receiving, recording, depositing membership fees and other club revenue
 - B) verifying all Club expenditures and, with the approval of one other signing Officer, paying all Club expenses
 - C) preparing year-end financial reports in the form of balance sheets, statements of revenue and expenses, other reports
 - D) providing monthly (and other times as requested by the Executive) financial updates to Executive and Membership

E) preparing yearly Club budgets, and monitoring revenue and expenses on an ongoing basis.

- purchase goods and services, as directed by the Executive, on behalf of the Club
- research and cost proposed Club projects
- provide financial advice to the President and members of the Executive
- assist in the preparation of the Club newsletter and other reports
- undertake other related duties as required

Job description of Program Director

Each Program Director will have their own method of finding a speaker (Speakers must have a topical subject, be willing to speak to our club. The main reason for our club meetings is to have interesting speakers to present to our meeting.)

What follows are guidelines for the Program Director:

- potential speakers are found from many sources (membership suggestions; newspapers and tv; newsletters from other Probus clubs; other clubs who have speakers; unsolicited requests to speak to our club).
- rules for choosing speakers (no political subjects; no more than one author per year; in November, try to find a speaker on Remembrance; in December, try to have a speaker from a charitable organization)
- book speaker 2 months in advance. (After selecting a speaker: contact the speaker by telephone if possible; if the speaker agrees tentatively or positively, get an email address; follow-up with an email confirming date, who we are, when and where we meet; request a very short bio with head photo and title of presentation; ask what equipment is needed {we can supply podium, microphone, screen, projector and laptop if required}; distribute bio and photo to President and Publicity Director and Newsletter Editor; ensure that the Editor sends a copy of newsletter to the speaker.
- Program Director and President will coordinate who/which will introduce and thank the speaker
- On meeting day: put out the 'speaker's red parking cone' outside; meet with the speaker on arrival; meet with the PowerPoint person; escort the speaker to the coffee hall and introduce the President
- Luncheon: determine of the speaker wishes to go to lunch and then ensure that the speaker knows where is the restaurant; meet the speaker in front of the restaurant; confirm with the waitress that the speaker's lunch is covered by the Club
- 2 weeks before the speaking date, email the speaker that we have a reserved parking sport for speakers (first spot on left as you turn into the church parking lot)
- create a paper file for each individual speaker where will be included all correspondence, phone calls, addresses, phone numbers, email address, all contact names
- at the end of the year, meet with the incoming Program Director for a briefing

Job description for Publicity-Media Communications Director

Newspaper Notices:

- monthly announcement of next meeting in each of the following: Kanata Courier, Stittsville News, Nepean and Barrhaven This Week, EMC Kanata, EMC Stittsville/ Richmond, West Carleton Review EMC

-contact each of the above newspapers, prior to publication, the week before the next meeting, stating next meeting date and time, name of upcoming speaker with topic of speech.

-notice for monthly meeting is displayed in the Kanata Seniors Centre

-news reporters contacted to see if they wish to come to a meeting and do a report
55+ and Due West

-contact person responsible for community events for these publications, send info regarding our group, upcoming meetings and speakers

Probus Brochure

-updated when needed, eg for new contact person on Executive
Contact for Above:

Ottawa Citizen, Robbi Hay, ourtown@ottawacitizen.com

Kanata Courier-Standard, kanata@metroland.com

Stittsville News, john.curry@metroland.com

West Carleton Review, Jessica.cunha@metroland.com

Ottawa West News, ottawawest@metroland.com

Barrhaven/Nepean News, nepean@metroand.com

Magazine 55+ Madeline Kallio, mkallio@bell.net

Coffee Shop newsletter, “ “

Flyer for Kanata Seniors Centre, Peter van Boeschoten, pvanb1@aol.com

Probus Flyer “ “

(Not all give the name of a contact person.)

Job description for Social Convener and Committee

a) Tripping Activities

-find out what type of entertainment and/or travel the Club members want

-research places and activities

-determine costs, dates, directions where Members can go to participate in event

-book transportation, if needed.

-present chosen events to Club Members at a meeting in order that they can sign up to attend

-coordinate with a venue for a determined number of Members

-collect fees, if applicable, for an event, and pass money to Treasurer for payment of attendance tickets. If necessary, use personal credit card and receive reimbursement from Treasurer.

-consult with the Kanata church when we are having an event to ensure there is no conflict with another activity

-present the events at a General meeting

b) Lunches

-organize an after meeting lunch out each month. At the beginning of the year choose a restaurant for the first four months and arrange with staff that they will accommodate our group on a regular basis. Call the restaurant at the beginning of each meeting, with confirmed number of members who will be going to lunch. Check with members (show of hands in December) if they wish to continue going to the same restaurant or would prefer a change. Majority rules. Make arrangements for the rest of the year.

- choose a selection of restaurants for the monthly lunch-outs, getting sign-up sheets for members to fill out prior to the lunch, making the reservation at the selected restaurant, and emailing those who signed up a couple of days ahead of time as a reminder.
- organize a Christmas and end-of-year event. If funds allow, purchase door prizes up to an amount determined by the Executive committee.
- attend Executive meetings and outline planned events.

Job description for Newsletter Editor

- be in possession of a reliable computer, and have a good knowledge of its functions and operation
- compose a variety of appropriate articles, stories, features, etc. for inclusion in the regular Probus monthly newsletter
- in a timely manner, produce, edit, finalize and, once approved by the Executive, submit the completed newsletter to appropriate contact(s) for onward distribution to the membership
- attend regular monthly Executive meetings in order to be familiar with upcoming Probus activities for inclusion in future newsletters
- have a good knowledge of grammar and sentence structure and be willing to ask for, and accept, constructive comments and criticism, as necessary

Job description for Membership Chair

- to record and maintain membership roll
- Monthly meetings:
 - ensure new members complete membership form
 - ensure visitors are welcomed and sign Visitor Form
 - introduce visitors and new members during business meeting
- Following Monthly Meetings:
 - update membership file (Excel spreadsheet) by recording information on any new members
 - add email addresses of new members to Probus email address folder
 - forward updated membership list to Executive
- Monthly Executive Meetings:
 - attend meetings and report on status of membership
- Following Executive Meetings:
 - upon receipt of Probus Pilot from Newsletter Editor, email or mail to membership
- Year End:
 - in consultation with Treasurer, update membership list
 - suggested skills: computer skills and knowledge of Word and Excel

Job description for Membership Assistant:

- send cards to those in need
- assist Membership Chair at regular meetings