

PRESIDENT- The duties of the President are summarised as follows:

- Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
- Should understand how to chair a meeting and protocol for motions, debate/discussion and voting;
- Should ensure that an agenda is prepared for meetings;
- Should begin and end meetings on time;
- Should take the opportunity to meet all members, guests and visiting Probians on a fellowship basis at meetings;
- Should ensure that Committee recommendations are brought to the membership for acceptance and ratification;
- It is the duty of the President to keep in mind and to remind members from time to time of the aims, objects and origins of Probus, emphasising the importance of fellowship, friendship and fun. It is recommended that this be done at the commencement of each meeting.
- To advance Probus fellowship beyond your own club, members should be encouraged to subscribe to the flagship publication of the Probus organisation and to take an interest in the articles and offers from sponsors and advertisers.
Encourage members to contribute stories, articles, letters and photographs for publication in the magazines. Raise awareness and promote the magazine as a membership tool
- Invite the President of your sponsor Rotary Club and your RDPC to special occasions (change-over, birthday/anniversary meetings and special functions).

EX-OFFICIO

The Immediate Past President (IPP) is recognised as Ex-Officio on the Management Committee in recognition or virtue of his/her past service as club (or association President). This is not an elected position, but is an appointment to offer support and advice. By-Laws/Standing Resolutions may indicate the voting powers of the IPP; the IPP does not have any greater authority within the committee; the IPP is eligible to hold any other position on the Management Committee. If elected to such a position the IPP would only have one vote, as that elected officer.

A resolution by the members may include 'with voting rights' or 'without voting rights' in a By-Law or Standing Resolution. If the club is incorporated, the Ex-Officio's voting rights must be in line with the model rules.

VICE PRESIDENT - The duties of the Vice President are summarised as follows:

- Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
- Should understand how to chair a meeting and protocol for motions, debate/discussion and voting;
- Should work closely with the President to become familiar with the role and responsibilities of the Presidency;

- Should take the opportunity to meet all members, guests and visiting Probians on a fellowship basis at meetings.
- Takes over the running of the meetings in the President's absence.
- Deals with any Presidential issues that may arise in the Presidents absence.
- Takes over the duties of any Committee member in their absence or arranges an alternative assistant.
- Assist any Committee member who has a heavy work load.
- Communicates regularly with club Historian and Welfare Officer.
- Learns and understands the role of the President

SECRETARY - The duties of the Secretary are summarised as follows:

- The Secretary should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
- The Secretary records Minutes of Committee meetings and monthly general meetings and presents these Minutes at the following meeting for formal adoption as a 'true and correct record', and ensures Minutes are signed by the President or Presiding Officer at the meeting and recorded in the Register of Minutes. The Secretary moves the motion for formal adoption.

The Secretary;

- Prepares agendas for each Management Committee meeting, general meeting, special general meeting and the Annual General Meeting (AGM) and issues formal notices.
- Records minutes of the AGM and circulates as directed.
- Presents the AGM Minutes at the following AGM for formal adoption as a 'true and correct record' and must ensure Minutes are signed by the President or Presiding Officer at the meeting.
- Issues notice for the election of officers, nomination and proxy forms in accordance with the requirements of the Constitution.
- Keeps a register of names, addresses and such other information the club or PSP may require, of all members.
- Keeps an up-to-date list of office bearers, Committee members and sub-Committee members including addresses, email and telephone numbers.
- Responds to all correspondence in a timely manner. Correspondence should be presented to the Committee and files of all correspondence should be maintained.
- The secretary should work in conjunction with the Treasurer to ensure, following the AGM that the Club's accreditation requirements are met by completing and returning PSP Annual Returns and payments by due date.
- In conjunction with the Membership Officer, provide PSP with names and contact details of those individuals listed on the Club waiting list to be included in the CENTRAL REGISTER OR PERSONS INTERESTED IN JOINING A PROBUS CLUB.
- Provide PSP with current financial membership.
- Before vacating office at the end of your term, brief the successor on the Secretary's duties and any Committee matters still pending or decisions still to be implemented; and hand over all records.
- The Secretary should work in conjunction with the Membership Officer to update the Club listing for the PSP membership Database which is a requirement for accreditation.

TREASURER

The role of Treasurer is important; and while it is not essential to have accountancy qualifications, it is desirable that the Treasurer at least be familiar with elementary book-keeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.

- The Treasurer should be aware of government concessions and taxation requirements for a Probus Club and ensure that these are complied with.
- Ensure that the club has a bank account with cheque facility and keep control of the cheque book. Two signatories should sign all cheques, and there should be at least four signatories available; e.g. President, Vice Presidents, Secretary, Treasurer.
- The Treasurer needs to work in conjunction with the Secretary to arrange payment for PSP Annual Administration and Insurance Fees for members.
- Attend all meetings of the Committee and submit a detailed monthly report; and present a summarised financial statement to the monthly general meeting.
- The accuracy of the financial report is the responsibility of the Treasurer and it is the Treasurer who moves the motion to formally adopt the financial report for acceptance.
- Prepare a budget each year, giving consideration to the annual financial commitments and the club's existing financial position, and recommend the amount of annual subscription. Consider inclusion of magazine subscription as part of the fee and recommend new member joining fee.
- Collect annual subscriptions and issue receipts.
- Ensure club monies received are banked within two working days (to comply with insurance requirements).
- Pay all accounts by non-negotiable cheque.
- Arrange petty cash for small outgoings, (such as printing and stationery, postage, telephone calls, morning tea expenses), and record in petty cash book. Members incurring expenditure should submit itemised claims.
- Reconcile cash book balance with Bank Statement and follow up on any un-presented cheques.
- Maintain close liaison with club Secretary and Membership Officer in keeping register, attendance roll up to date; and also the financial status of members.
- Close books at the end of the Club's financial year, submit accounts for audit and prepare a report for the AGM.
- Arrange to update bank signatories after the AGM (and at any other time during the year should there be a change of signatories for any reason).
- Prepare a list of the club's assets including the following information:
 - Purchase or market value (include date of purchase)
 - Depreciated value (for inclusion in Annual financial statement)
 - Name of officer responsible for each item
- Prepare guidelines detailing what items of expenditure incurred by officers may usually be considered for reimbursement.
- The Treasurer should work in conjunction with the Secretary to ensure that following the AGM that the Club's accreditation requirements are met by completing and returning PSP Annual Returns and payment by due date.
- Before vacating office at the end of the term, the Treasurer should brief the successor on

the Treasurer's duties and any Committee matters still pending or decisions still to be implemented; and hand over all records