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PROBUS CLUB OF WESTERN OTTAWA
JOB DESCRIPTIONS FOR EXECUTIVE MEMBERS

Updated March 2025

Job description for President

- Provide leadership to the Executive and Club Members
- Adhere to Probus Canada Constitution and Western Ottawa Bylaws.
- Encourage a relaxed atmosphere amongst Club Members
- Chair Executive meetings and Club meetings
- Distribute monthly newsletters using the Gmail group lists “Probus Members” and “Other Probus Clubs”) maintained by the Membership Chair and President respectively. All email addresses are placed in the BCC field; only “Undisclosed Recipients” appears in the TO field.
- Maintain email aliases on our Bell hosting site; provide executive with an internal contact list showing name, role, phone #, personal email and Probus external email (aliases)
- At club meetings
 - Provide a Thank You card, which includes an honorarium cheque, to the guest speaker at the conclusion of their presentation.
 - Introduce executive members presenting status and plans to the membership\
 - Present 10-year and 20-year award pins as required
- interface with the Church Secretary by
 - reserving executive and member meeting rooms
 - providing proof of liability insurance as received from the District Director
 - signing the church's contract for use of space for meetings
 - providing payment for coffee/tea supplies
 - submitting church donation cheques to the office
- hang the banner on the podium at meetings, and store it between meetings
- attend district meetings

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Job description for Vice President

- typically serve a one year term
- act on behalf of the President in the President's absence
- attend all Executive Committee meetings and Club meetings
- pursue opportunities to learn the role of President in preparation for assuming that position
- take on such other duties and projects as they may be assigned

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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

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Job description for Secretary

(Suggested skills: general computer skills and knowledge of a word processing app)

- Attend all Executive meetings
- Record reports, decisions and motions of each meeting
- Provide each executive member with a rough copy version of minutes [via email]
- Make any changes requested by each executive member as received [via email]
- Submit a second copy to the executive

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- Receive approval of the previous month's minutes at the following Executive meeting
- Add a paper copy of the approved minutes to the binder for safe keeping.

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Job description for Treasurer

(Suggested skills: general computer skills and knowledge of a spreadsheet application)

- Maintain financial records for the club by:
 - Receiving, recording and depositing membership fees and other club revenue
 - Verifying all Club expenditures and, with the approval of one other signing Officer, paying all Club expenses
 - Providing monthly financial and year-end budget updates, in the form of balance sheets, to the Executive
 - Preparing a year-end simplified financial report for review at the August management meeting and for publication in the September newsletter
- 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

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Job description for Membership Chair

(Suggested skills: general computer skills and knowledge of Excel)

- Record and maintain the club's membership list
- Work with the Treasurer to validate all dues payments
- At monthly membership meetings
 - Ensure new members complete a membership form
 - Ensure visitors are welcomed and sign a Visitor form
 - Introduce visitors and new members during member meetings
- Following monthly meetings
 - Update membership spreadsheet by recording information on any new members
 - Forward updated membership list to Executive
 - Add email addresses of new members to our club's Gmail group list: "Probus Members"
 - Send, by email, club information to potential members who have requested same
- Attend monthly Executive meetings and members' meetings and report on the status of membership

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Job description for Membership Assistant:

- collect required information from members who wish to order club badges
- order badges from designated company; collect and distribute new badges at monthly meetings

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Job description for Speaker Program Chair

Each Speaker Program Chair will have their own method of finding a speaker. Speakers must have a topical subject and be willing to speak to our club. The main reason for club meetings is the interesting presentations by speakers.

The following are guidelines for the Speaker Program Chair:

- Potential speakers are found from many sources. These include suggestions from members, newspapers and TV, newsletters from other Probus clubs, speakers at other clubs and unsolicited requests to speak to our club.
- Rules for choosing speakers: No political subjects. In November, if possible, try to find a speaker on a topic related to Remembrance Day. In December, if possible, try to have a speaker from a charitable organization. It is recommended that presentations by authors be limited to two per year if possible.
- Book the speaker a minimum of 2 months in advance. A longer lead time is preferred. After selecting a potential speaker, contact the speaker by telephone if possible. If the speaker agrees tentatively or positively, obtain an email address and follow-up with an email confirming date and provide details on our organization, and where and when we meet. Request a short bio with a headshot photo and the title and summary of the presentation. We can supply podium, microphone, screen, projector and laptop (if needed). Distribute the bio and photo as well as the title and the summary of the presentation to the president, the webmaster, and the newsletter editor. At least 3 weeks before the meeting, provide contact information for the speaker to the AV Chair.
- Speaker Program Chair and President to coordinate who will introduce and thank the speaker.
- On meeting day
 - The Speaker Program Chair or the President welcomes the speaker on arrival, escorts them to the meeting hall and offers coffee/tea
 - Speaker Program Chair to ensure that the speaker is introduced to the President
- Post meeting lunch
 - Determine if the speaker wishes to join our members at lunch
 - Ensure that the speaker knows the location of the restaurant and is met at the restaurant.
 - Confirm with the waitress that the cost of the speaker's lunch is looked after by the Club.
- Create a file of speaker information including contact details (i.e. phone numbers and email addresses).
- At the end of the term, meet with the incoming Speaker Program Chair for a briefing and hand-over.
- Attend Executive meetings and member's meetings

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Job description for Outings & Events Coordinator

- 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
- Present chosen events to Club Members via Newsletter notices and at a member meeting in order that they can sign up to attend
- Coordinate with a venue for the 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 Executive committee to ensure there is no scheduling conflict with other activities
- Attend Executive meetings and member's meetings

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Job Description for Lunches Coordinator

- Choose a restaurant for post meeting lunches and confirm with their management that they will accommodate our group on a regular basis. Make a reservation for the date of the next membership meeting. Provide an estimate of the number to expect and promise to call them just after 10:30 am on the reserved day to confirm the number expected to arrive around 12:00-12:15. This number is determined via a show of hands at the meeting. Reserve the next date during this call.
- Choose a selection of restaurants for monthly lunch-outs, getting sign-up sheets for members to fill out prior to the lunch; try to plan a couple of months in advance;
- Make the reservation at the selected restaurant and email those who signed up a couple of days ahead of time as a reminder; request a reply if anyone's plans have changed
- Organize Christmas and June (end-of-year) in-house events. Collect payment at registration time and pass to Treasurer. (Some payments from members may be made by e-transfers to the club.) Provide a ticket as their receipt. Registration ends at least a week ahead of the event. Refunds are no longer available after registration ends. Ask the Treasurer to provide a cheque for the full amount payable to the vendor. If preferred, you can e-transfer payment using your personal account and have a reimbursement cheque made out to you. If funds allow, purchase door prizes up to an amount determined by the Executive committee.
- Attend Executive meetings and member's meetings and outline planned events.

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Job description for Newsletter Editor

(Suggested skills: general computer skills and knowledge of a word processing application like Word)

- The submission deadline for the draft newsletter is typically 8 days after the monthly executive meeting which is on the 3rd Tuesday of each month; (Note that there is no June executive meeting as it is held in August instead.)
- Arrange the variety of submitted articles, stories, features, etc. for inclusion in the regular Probus monthly newsletter; edit and finalize as required.
- Two or three days after draft submissions, the draft is circulated to the executive (as a pdf) for review and comment; the target date for distribution of the final newsletter to the membership (as a pdf) is the first Monday of each month (September to June).
- 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

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Job description for Webmaster

(Suggested skills: at least a minimal knowledge of the html programming language)

- responsible for managing and maintaining our Probus website
- work closely with other members of the executive team to ensure the website is always current
- troubleshoot problems with the website

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Job description for Policy Advisor

- An honorary position filled by Executive committee request

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Job description for Setup Crew

(Suggested skills: working knowledge of presentation software such as Powerpoint)

- Audio/Video support
- Send email to speaker outlining the AV requirements, schedule, and confirm presentation functionality prior to scheduled member's meeting
- Set up and operate AV equipment, including video projectors and sound systems.
- Perform routine maintenance and troubleshooting to ensure optimal performance.
- Collaborate with clients and team members to understand AV requirements and PowerPoint presentations.
- Document and update setup procedures
- Store and maintain Probus AV equipment
- Provide training to new AV members
- Attend Executive meetings and member's meetings

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Job description for Euchre

Currently held monthly at Bells Corners United Church

- Reserve meeting dates with Church Administration; normally this is the second Friday of the month from noon to 4 pm.
- Adjust meeting times as required. (The church reserves the right to pre-empt Euchre meetings.)
- Prepare coffee, tea, milk, creamer, sugar, sweetner, mugs, plates and napkins
- Organize members such that two people each month bring snacks.
- Snacks are served at 12:30 and play begins at 1 pm.
- Special potlucks may be organized around Christmas and end of year (June)

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Job description for Coffee Service

- Arrive at member meeting at 9:15 am
- Cover table with plastic tablecloth
- Start serving coffee in urns (regular & decaf) and boiling water in carafes by 9:30 am; put out tea bags, sugar, sweetener, creamers, milk and cups
- Put a glass of cold water for speaker on table beside lectern
- Start cleanup at 10:20 am; restore kitchen as found
- Switch off coffee machines (switches at rear of coffee makers)

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Job description for Publicity-Media Communications Director

- Represent Probus Western Ottawa in locally sponsored 55+ fairs held in September; a second helper is required for this event; materials and advice will be provided by the executive.
- Investigate advertising in local newspapers such as Community Voice; fees can often be waived, especially if there is a speaker with broad appeal
- A notice for each monthly meeting is displayed in the Kanata Seniors Centre; consider other posting opportunities (e.g. grocery store bulletin boards; retirement homes, seniors apartments)
- Contact news reporters to see if they wish to come to a meeting and do a report

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Job description for Member-at-Large

- Volunteer to assist in various club activities as required. No special skills assumed,
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