

# **GARSTANG AND DISTRICT PROBUS CLUB**

## **CONSTITUTION - APPENDIX 1**

### **ROLES AND RESPONSIBILITIES OF THE OFFICERS**

#### **1. ROLE OF THE OFFICERS OF THE CLUB**

- a. The role of the Officers of the Club is to administer the club affairs in accordance with the Constitutional documents (i.e. the Constitution, By-Laws and Risk Management Policy).
- b. Each officer should be familiar with the Constitution, By-Laws and Risk Management Policy and ensure there is a copy available for reference at meetings.
- c. Each officer should be aware of club policies and protocols and have access to Insurance documents.
- d. The Officers have no authority to make further decisions without the consent of members by resolution. Officers may recommend, they may not dictate to members.
- e. Few discussions need to be kept secret, unless they are about sensitive matters concerning individuals and are potentially embarrassing, distressing or harmful.
- f. It would be in the interest of each officer to have a portfolio detailing their role and responsibilities.
- g. The officers shall ensure that meetings, outings or tours are conducted in accordance with the Clubs Risk Management Policy.

#### **2. MANAGEMENT AND CLUB OFFICERS**

- (a) Planning for the annual election of officers should be undertaken several months before the Annual General Meeting.
- (b) Terms of office should be observed and nominations called for in accordance with the requirements of the Constitution.
- (c) A portfolio for each office bearer should be developed to enhance the changeover of officers and provide continuity of procedures and responsibilities.
- (d) Members should be approached and encouraged to nominate others for positions.
- (e) A succession plan should be considered to ensure the future stability and management of the club.
- (f) All Officers must be nominated in accordance with the club Constitution and be duly elected at the Annual General Meeting. When a vacancy exists the protocol set in the club Constitution is to be followed.

#### **3. ROLES AND RESPONSIBILITIES OF OFFICERS**

- (a) The following roles and responsibilities are not intended to be prescriptive, but are offered as a portfolio for each officer to ensure the smooth running of the club, and to offer guidance for newly elected incumbents.

#### 4. PRESIDENT

##### (a) General

- i. Should be familiar with the Constitution, By-Laws and Risk Management Policy and have a copy available for reference at all meetings
- ii. Should be familiar chairing a meeting and adopting protocol for motions, debate and discussion, and voting
- iii. Should ensure that an agenda has been prepared for the meeting
- iv. Should begin and end meetings on time
- v. Should take the opportunity to meet all members, guests speakers and visiting Probus members on a fellowship basis
- vi. Should propose the Loyal toast at all meetings

##### (b) Annual and Extraordinary Meetings:

- i. Liaise with Secretary and Treasurer that all is in order prior to the meeting.
- ii. Find a member willing to say Grace.
- iii. Chair the meeting as per the agenda,
- iv. Hold the election of officers as per the constitution.

##### (c) Ordinary Meetings:

- i. Meet and greet guests.
- ii. Meet and greet the external speakers (if necessary) and enquire from the sponsor some brief biographical personal details for the introduction. Ask the speaker if they want to depart prior to the business, or to leave after speaking.
- iii. Find a member willing to propose thanks to the speaker.
- iv. Find a member willing to say Grace.
- v. Open the meeting by welcoming any guests, then asking a member to say Grace prior to lunch. In the unfortunate circumstance where a member has died, a minutes silence should be asked for before Grace is said.
- vi. After lunch allow for a five minute comfort break prior to the speaker.
- vii. Introduce the speaker using the details from earlier.
- viii. Thank the speaker and ask member to propose thanks on behalf of the club.
- ix. Chair the meeting as per the agenda

##### (d) Special Lunches (June and December)

- i. Meet and greet wives, widows of former members and guests.
- ii. Find a member willing to say Grace.
- iii. Formally welcome wives, widows of former members and guests when everyone is sat at their tables.
- iv. Following lunch propose the Loyal Toast
- v. Either:
  - A. Commemorate the occasion at the Special Christmas Lunch by saying a few appropriate prepared words.
  - B. Commemorate the occasion at the June Special Ladies Lunch by giving the annual review of the Probus year, as per the agenda as given in the hotel menu; it should be noted that it will normally be the last event in the chair.
- vi. Propose a toast to our guests.

- vii. Invite Presidents guest to reply.
- viii. After informal period bring event to a close.

## 5. VICE PRESIDENT

- (a) Should be familiar with the Constitution and By-Laws, Risk Management Policy and have a copy available for reference at all meetings
- (b) Should understand how to chair a meeting and protocol for motions, debate and discussions, and voting.
- (c) Should work closely with the President to become familiar with the role and responsibilities of the Presidency
- (d) Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis.
- (e) Take over the running of the meetings in the President's absence.
- (f) Deal with any Presidential issues that may arise in the Presidents absence.
- (g) The Vice President also assumes the role of Speaker Finder Coordinator with the following responsibilities:
  - i. Arranging interesting programs is one of the most important and challenging assignments in the Probus Club. To hold the interest of members, programs must be well balanced with informative and thought-provoking subjects presented by accomplished speakers. Some highly qualified people are uninteresting speakers; so it is a good idea, if possible, to check on a person's "track record" before extending an invitation to speak at the club.
  - ii. Club members are to be asked regularly to provide the names of potential speakers and sponsor them on a suitable date.
  - iii. Coordinate and provide a list of future speakers to the membership on a regular basis including the Web Site Editor.
  - iv. Aim to arrange a varied program at least six months in advance
  - v. The following is taken from the Speaker Finder List:

When contact is made with a potential speaker, you need to do the following:

- Agree a date, time and where the venue is
- Give guide as to length of talk, i.e. 30 minutes with some flexibility, plus time for questions
- Explain to them when the talk would be, i.e. after lunch
- If their presentation includes slides, tell the secretary ASAP to allow for possible change of room as the normal room is not dark enough for acceptable viewing
- Arrange to meet them at 12:00 noon on the day to give them a chance to see the room, buy them a drink, and introduce them to the President
- We offer external speakers up to a maximum £35 and one lunch only, for either expenses or to their nominated charity.
- Shortly before the date confirm the arrangements
- Get some brief biographical personal details from them to give to the President who will use them to introduce the speaker
- All speakers will receive a complementary lunch, and sit at the top table with the President. Their sponsor will also be invited to sit with the Speaker but will be expected to pay for their own lunch.

- The sponsor is to enquire of the speaker if donations (whip-round) are requested – if so the sponsor is to tell the membership one month in advance, request donations on the day and/or request details for members to make personal donations.
- The President will find a proposer of thanks on the day

## 6. SECRETARY

### (a) General:

- i. Should be familiar with the Constitution, By-Laws and Risk Management Policy and have a copy available for reference at all meetings.
- ii. Review the constitution and Risk Management Policy plus any By-Laws, annually to ensure prevalence, and confirm changes are in agreement of the membership at the AGM.
- iii. Issue notice for the election of officers, nomination and proxy forms in accordance with the requirements of the Constitution.
- iv. With the Treasurer negotiate lunch prices with the hotel.
- v. Ensure all members have name badges.
- vi. Before vacating office at the end of term, brief successor on the Secretary's duties and any matters still pending or decisions still to be implemented, and hand over all records.

### (b) Membership:

- i. Keep a register of members including addresses, email and telephone numbers and issue to members at the meeting following the AGM.
- ii. Maintain the Telephone Network that is the method of passing urgent information to the full membership as quickly as possible, and issue to members at the meeting following the AGM.
- iii. Maintain the list of Leavers and Joiners.
- iv. Maintain list of widows of former members

### (c) Members who are ill:

- i. Ensure privacy to members where requested
- ii. Keep in touch with sick or bereaved members or those members feeling isolated or lonely or who may be in need of moral support or physical help.
- iii. Send cards with appropriate messages to sick or bereaved members. Advise meeting if support is needed, either by member visits or transport to meetings.

### (d) Correspondence:

- i. Responds to all correspondence in a timely manner. Correspondence should be presented to the meeting and files of all correspondence should be maintained.

### (e) Minutes and Agendas of Meetings:

- i. Record Minutes of meetings and general meetings and present them at the following meeting for formal adoption as a 'true and correct record'
- ii. Ensure Minutes are signed by the President or Vice President at the meeting and recorded in the Register of Minutes.

- iii. Circulate copies of the Minutes to the members prior to each monthly or general meeting by email, and also have copies available at meetings
- iv. Prepare agendas for each meeting, and general meeting and issue formal notices.

(f) Regular Monthly Duties:

- i. Maintain attendance record in advance of informing the hotel the number attending lunch, and telephone the hotel at noon on the Monday prior to the meeting. Number attending to include:
  - A. Members
  - B. Guests
  - C. External speaker
  - D. Number sitting on top table
- ii. Confirm lunch numbers with hotel at 11.00 am on the day of the lunch.
- iii. Ensure room at the hotel is ready with the correct number of place settings, including the number on the top table. Top table normally President, Vice President, Speaker, Speaker Sponsor, Secretary and Treasurer.
- iv. Distribute copies of minutes from previous meeting and agenda for current meeting.
- v. Distribute (if necessary) the quarterly Probus Magazine. Ask members to deliver copies to those members that are absent.

(g) Special Ladies Lunch:

- i. At the March meeting obtain hotel menu and verify cost of meal.
- ii. Agree with Treasurer the cost to members of the meal including gratuities.
- iii. Compile individual menus
- iv. At the April meeting distribute menus, and get membership agreement to invite widows of former members (at their cost).
- v. Send invitations out to the widows of former members.
- vi. At the May meeting collect completed menus together with payment cheques (to pass to Treasurer).
- vii. Compile commemorative menu insert (for hotel to produce).
- viii. Organise Table plan (for hotel to produce) and individual menus by table.
- ix. Two weeks prior to lunch, inform the hotel the numbers attending, table plan, menus by table, etc.
- x. Prepare individual place cards.
- xi. On the day ensure room at the hotel is ready with the correct number and distribution of place settings.

(h) Special Christmas Lunch:

- i. At the September meeting obtain hotel menu and verify cost of meal.
- ii. Agree with Treasurer the cost to members of the meal including gratuities.
- iii. Compile individual menus
- iv. At the October meeting distribute menus, and get membership agreement to invite widows of former members (at our cost).
- v. Send invitations out to the widows of former members.
- vi. At the November meeting collect completed menus together with payment cheques (to pass to Treasurer).
- vii. Compile commemorative menu insert (for hotel to produce).
- viii. Organise Table plan (for hotel to produce) and individual menus by table.

- ix. Two weeks prior to lunch, inform the hotel the numbers attending, table plan, menus by table, etc.
  - x. Prepare individual place cards.
  - xi. On the day ensure room at the hotel is ready with the correct number and distribution of place settings.
- (i) Outings and Tours:
- i. The secretary shall ensure that outings or tours are conducted in accordance with the Clubs Risk Management Policy

## **7. THE TREASURER**

- (a) Should be familiar with the Constitution and By-Laws, Risk Management Policy and have a copy available for reference at all meetings
- (b) 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 bookkeeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.
- (c) Ensure that the club has a bank account with cheque facility and keep control of the cheque book. Two of the three signatories, President, Treasurer and Secretary, should sign cheques.
- (d) The Treasurer needs to work in conjunction with the Secretary to arrange payment for Insurance Fees
- (e) Nominate a delegated member for any absences to deal with the normal monthly finances.
- (f) Attend all meetings and submit a summarised monthly report. (If unavailable, arrange for Secretary to present statement).
- (g) The accuracy of the financial report is the responsibility of the Treasurer, but should be verified by the Independent Auditor, and it is the Treasurer that moves the motion to formally adopt the financial report for acceptance.
- (h) Prepare a budget each year, giving consideration to the annual financial commitments and the club's existing financial position, and recommend the amount of member's annual subscription. Consider inclusion of magazine subscription as part of the fee and recommend new member joining fee.
- (i) Ensure that the joining fees charged to new members are justifiable. It would be worthwhile for the Treasurer to review the joining fee as part of the budget process.
- (j) Should ensure that total income is predicted to be in excess of total expenditure, but in certain circumstances, and with the agreement of the membership the treasurer may propose a variation in the membership fee but must ensure that the banked income does not fall below £500 in any one year.
- (k) Collect annual subscriptions at the August meeting, if determined by AGM.
- (l) Collect chargeable lunch fee at monthly meetings, the Treasurer or other delegated member should collect money from members as they arrive and ensure payment due to the hotel for lunch is made.
- (m) Ensure club monies received are banked within two working days
- (n) Pay all accounts by non-negotiable cheque, except ordinary meeting lunch costs.
- (o) Small accounts/ purchases can be also be paid using 'petty cash' with appropriate supporting documentation.

- (p) Reconcile cash book balance with Bank Statement. Maintain close liaison with club Secretary in keeping and register, attendance roll up to date.
- (q) Close books at the end of the club's financial year, and prepare a report for the Annual General Meeting, which should be verified by the Independent Auditor.
- (r) Arrange to update bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories for any reason).
- (s) Club Assets – Stock
  - i. The Treasurer has responsibility for the procurement of member's ties, past president ties, lapel pins, collaret bars, etc. that members may wish to purchase from time to time.
  - ii. Sufficient warranted quantities of these items shall be held in stock
  - iii. At the AGM a past president's tie and lapel pin is presented to the outgoing president, and an engraved collaret bar is presented to the incoming president for his chain of office.
  - iv. Prepare a list of the club's assets for inclusion in Annual Financial Statement.
- (t) Before vacating office at the end of term, brief successor on the Treasurer's duties and any matters still pending or decisions still to be implemented, and hand over all records.

#### **8. INDEPENDENT AUDITOR**

- (a) Work closely with the Treasurer to verify the accuracy of the accounts and budget prior to the AGM.

#### **9. WEB SITE EDITOR**

- (a) Keep the web site up-to date re: changes in programme, officers and events.
- (b) Maintain contact with national and international Probus organisations regarding links on their sites to our site.
- (c) Make whatever changes may be necessary from time to time to keep the web pages compatible with emerging new technology.