

WHY YOU SHOULD BECOME A GOOD PROBUS CLUB OFFICE BEARER?

PROBUS has created ways for you to achieve personal fulfillment in retirement, make new friendships and charter new horizons which will involve fellowship and fun. Why not simultaneously improve the quality of your life and contribute to improving the well being and lifestyle of active retirees within your community.

As a Probus Club office bearer you would be embracing new and exciting challenges and have opportunity to participate in a management role performed in an atmosphere of fellowship, friendship and fun.

Along with your new colleagues you would take on the responsibility for the management of club affairs including finance, membership and the promotion of Probus guidelines, policies, goals and social activities

For further information please discuss Committee of Management positions with your club secretary.

PRESIDENT

It is recommended that the President

- Should be familiar with the Constitution and By-Laws and have a copy available for reference at all meetings;
- Should understand how to chair a meeting
- Should ensure that an agenda is prepared for the meeting;
- Should begin and end meetings on time;
- Should take the opportunity to meet all members, guests and visiting Probians on a fellowship basis;
- 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 and friendship. 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 read the official publications of the Probus Centre-South Pacific Inc., (Probus – the magazine in Australia and Active magazine in New Zealand). Encourage members to contribute stories, articles, letters and photographs for publication in the magazines.
- It is a good idea to invite the president of your sponsor Rotary club to special occasions (change-over, birthday/anniversary meetings and Christmas functions), it is a gesture that is greatly appreciated.

VICE PRESIDENT

It is recommended that the vice president

- Should be familiar with the Constitution and By-Laws and have a copy available for reference at all meetings;
- Should understand how to chair a meeting;
- 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.

SECRETARY

The Secretary should be familiar with the Constitution and by-laws and ensure that there is a copy of each available for reference at meetings. The duties of the secretary are summarised as follows:

- Record minutes of committee meetings and monthly general meetings. Read minutes at following meeting and ensure that they are signed by the president or presiding officer at meeting. (In some clubs the secretary keeps comprehensive minutes of each monthly general meeting and reads them at the following meeting. In others a short precis of the previous meeting is given at each meeting. Some publish a brief report of each meeting in the club bulletin or newsletter. In each case the accuracy of the minutes or report is the responsibility of the secretary.)
- Prepare an agenda for each committee meeting and general meeting, including the Annual General Meeting, for which written notice is to be given.
- Record minutes of Annual General Meeting.
- At the Annual General Meeting, read Minutes of the previous A.G.M. and ensure that they are signed by the president or presiding officer.
- Ensure that notice of the election of officers is given and nomination forms are available one or two months prior to closing date for nomination and that they are returned as specified in your club by-laws or constitution.
- Keep a register of names, addresses and such other information the club may require, of all members. If the club is incorporated the Public Officer is also required to keep a register of members.
- Keep an up-to-date list of office bearers, committee members and sub-committee, with addresses and telephone numbers.
- Present new applications for membership at the first committee meeting after receipt. If there is no vacancy, the name should be placed on a waiting list.
- Answer all correspondence promptly. Correspondence should be presented to the committee and files of all correspondence should be maintained.
- In March of each year, after the election of officers, advise Probus Centre – South Pacific Inc. of the names, addresses and telephone numbers of the incoming president and secretary (for inclusion in the Probus Directory) and the number of club members, including honorary and life members if any (essential for insurance purposes). This annual return to the Probus Centre is a constitutional requirement.

Before vacating office at the end of your term, brief your successor on secretary's duties and any committee matters still pending or decisions still to be implemented; and hand over all records

TREASURER

The office of Treasurer is important; and while it is not essential to have accountancy qualifications it is desirable that the Treasurer at the 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 (preferably more) signatories available; e.g. president, vice presidents, secretary, treasurer.
- Attend all meetings of the committee and submit a detailed monthly report; and present a summarised financial statement to the monthly general meeting. (If unavailable, arrange for deputy to present statement.)
- 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.
- Collect annual subscriptions.
- If a charge is made for tea/coffee at monthly meetings, the Treasurer or other delegated officer should collect money from members as they arrive.
- Bank all moneys received 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 duplicating, stationery, postage, telephone calls, morning tea expenses), and record in Petty Cash book. Members incurring expenditure should submit itemised claims with receipts and should be reimbursed at each meeting.
- Reconcile Cash Book balance with Bank Statement and follow up on any unpresented cheques.
- Maintain close liaison with club secretary and membership officer (and the public officer if the club is incorporated) in keeping nominal roll up to date; and also the financial status of members.
- Annually draw a cheque payable to Probus Centre - South Pacific Inc., in payment of administration and insurance contribution. (Include Honorary and Life members) and subscriptions to official bi-monthly Probus publication - Probus – the magazine.(Australia only).

- Close books at the end of the financial year, submit accounts for audit and prepare a report for the Annual General Meeting.
- 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 clubs 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.
- Hand over all books and records and brief the new Treasurer on duties.

EX-OFFICIO

The Immediate Past President is recognised as Ex-Officio in recognition or virtue of his/her past service as club/association president. They are not elected to this position, but are appointed for support and advice. By-laws may indicate the voting powers of the Immediate Past President. They do not have any greater authority within the committee. The Immediate Past President is eligible to hold any other position on the Management Committee. If elected to such a position they would only have one vote, as that elected officer.

A resolution of the members may include 'with voting rights' or 'without voting rights' in a By-law or instead be recorded as a Standing Resolution. If incorporated, the ex-officio's voting rights must be in line with the model rules.

NEWSLETTER OR BULLETIN EDITOR

Newsletters vary widely in Probus, some providing concise news and announcements on a single A4 sheet and others assuming the proportions of a community newspaper. Their size, format and choice of material is the prerogative of the editor (or committee); but all editors seem to include the following in each issue:

- The day's guest speaker and subject.
- Club speaker (if any).
- Program for the next two or three meetings.
- Future outings and contact member for each outing.
- Report of last meeting, often with a precis of the guest speaker's address and club members talk.
- News of club interest groups and contact numbers.

- Special news of members: birthdays, anniversaries, on overseas trips, in hospital.
- Other information the committee wishes to convey to all members and any information intended for all members from Probus Centre – South Pacific Inc.
- Regularly provide a copy of your club bulletin to your sponsoring Rotary club's bulletin officer

It is important that all members receive a copy of the publication. Some clubs post or deliver them to all members before the meeting. Others distribute them at meetings and post copies to absent members. Some clubs have a small committee to be responsible for the newsletter. If not, it is wise to have at least one deputy editor.

PROGRAM OR GUEST SPEAKERS OFFICER

Arranging interesting programs is one of the most important and challenging assignments in a 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 your club. Club members should be asked regularly to give you the names of potential speakers. In addition:

- Aim to arrange a varied program six months in advance.
- Attend committee meetings and provide a list of future speakers.
- Give newsletter editor a list of future speakers each month for the information of members; and also announce names and subjects of next three speakers at each meeting.
- Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus.
- Ask speaker for the title of the talk and biographical note (for the information of the newsletter editor and the member chosen to introduce the speaker).
- Follow up with a letter confirming the arrangements, setting out details of location, time (suggest arrival in time to have tea/coffee with members), length of address (up to 45 minutes plus question time), transport arrangements and your contact telephone number.
- Follow up with reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (blackboard, screen, video) and confirm any transport arrangements.
- Greet speaker on arrival; offer refreshments, introduce to president, committee and member who will be introducing the

said speaker.

- Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a small gift as a memento of the visit. Attractive small gifts with the Probus emblem are available from Probus Supplies, Rotary Down Under Pty. Ltd. It is very important that the persons introducing and thanking the guest speakers be reminded that they are not extra guest speakers!
- Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in your own club who, if asked, will have a program prepared; but make sure you have more than one reserve speaker.
- Many clubs have a Member talk at each meeting; for 10 minutes before the morning tea break about their professional or business career or some special interest. Such talks are almost always very interesting and help to promote friendship within the club.

MEMBERSHIP OFFICER

The membership officer has two main responsibilities: member services and membership extension.

Services – Under services within the club, the duties are simple:

- Prepare (or buy) a name badge for each member.
- Ensure that name badges are available at each meeting, that they are handed to members as they arrive and collected before they leave.
- Maintain a record of members and visitors at each meeting and advise the Secretary of those present. (It may be necessary to provide a list to the venue management if it is a licensed club.)
- In co-operation with the secretary and treasurer, ensure that a complete list of members' names and addresses is maintained; and ensure that an up-dated copy is in the hands of the officer responsible for posting or delivering the club newsletter or bulletin. (If the club distributes newsletters at meetings and mails copies to absent members, ensure that, after each meeting, a list of absentees is given to the member responsible for mailing.)

Extension – For effective membership extension it is important that a suitable application or proposal form be used and that all applications bear the signature of the proposer and seconder as well as that of the applicant. It is suggested that the form should provide for information about the proposed member: date of birth, marital state (and name of spouse), former vocation, position(s) held in firm, department or organisation, titles, honours and awards, academic or professional qualifications etc. Probus is

an organisation for former business and professional people, the committee should carefully examine the qualifications for membership of the candidate before being accepted. The induction of a new member should be carried out with dignity and the modest ceremony befitting the occasion. A common practice is for the president to call upon the proposer to introduce the newly-elected member. The proposer does so, clearly announcing the new member's name, former vocation and current interests; after which the president very briefly outlines the purposes of Probus and inducts the new member in the format as recommended by the Probus Centre — South Pacific Inc. invests the inductee with a Probus pin or badge and asks the members to extend a welcome, which they do by acclamation. After induction the membership officer should ensure that the proposer and/or seconder takes the new member in hand for the next few meetings to ensure that the inductee meets and gets to know other members, is encouraged to join in club activities and becomes fully assimilated (refer to Membership Development segment).

OUTINGS AND ACTIVITIES OFFICER

The job of the outings officer is demanding, exacting and rewarding. It requires planning and organising skills, patience and imagination. If it is usual to be organising and at the same time receiving payment for two or three outings in advance, it is important that there be one or two assistants appointed.

- Attend committee meetings.
- Investigate and list suitable outings. Maintain liaison with other clubs with a view to arranging occasional joint outings.
- Ascertain feasibility – costs; booking details.
- Submit list of proposed outings to committee.
- Ask members at general meetings for interests, suggestions and popularity of proposed outings.
- Book well ahead. Notify publicity officer, newsletter editor of arrangements for publication at least two months in advance of the date of outing. (N.B. check newsletter deadlines.)
- When announcing planned outings, be careful to give date, time and place of departure and return, costs, contact person's telephone number, clear directions (if members are to travel independently), and contingency plans.
- Collect money at a chosen date before each outing and keep complete records.
- Give all money collected to treasurer for banking and request club cheque in favour of coach and/or venue managements (restaurants, hotels/motels) Carefully record all expenses, such as

postage and telephone calls, and submit to treasurer, with vouchers if possible, for reimbursement.

- In costing each outing, ensure that all expenditure is covered but, as Probus is not a fund-raising body, do not seek to make a profit.
- Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.
- Advise members of availability of Travel Insurance – Contact Probus Centre – South Pacific Inc for further information.

WELFARE OR CARING OFFICER

The welfare or caring officer is one who keeps in touch with sick or bereaved members or those who are in need of moral support or physical help.

- Send cards with appropriate messages to sick or bereaved members.
- Advise executive committee if support is needed, either by member visits or transport to meetings.
- Offer suggestions to committee.
- Report to committee and general meetings giving details of your activities.

HOSPITALITY OFFICER

- Report to the committee as required.
- Recruit volunteers to hospitality committee and arrange roster and allocate tasks.
- Ensure availability of equipment as required and that this is stored at venue or brought to each meeting if kept elsewhere.
- Purchase disposable cups, stirrers, coffee, tea-bags, sugar, milk, biscuits and plastic garbage bags for tea/coffee break.
- Obviously, if china cups are used and tea and coffee is served from pots, it will be necessary to have the extra equipment (including dish mops and tea-towels) available and have a washing-up detail.
- After the meeting, tidy up, dispose of garbage and store equipment.

PUBLICITY OFFICER

Clubs that wish to have their club activities reported elect a Publicity Officer. Not all local news media send reporters and photographers to events organised by community groups.

Therefore, to have your clubs news and events reported, you must be pro-active:

- Submit articles to your local newspapers and radio stations
- Submit articles for consideration to The Editor of Probus/Active magazines

Points to be considered:

- Check deadline dates and always submit your copy well before deadline closure.
- Photographs should be clear prints accompanied by a caption naming those pictured.
- Enquire if copy and photographs may be electronically submitted. Don't be discouraged if your article does not appear in a publication – keep trying.

Probus/Active magazines generally has a backlog of articles so please be patient.

PROBUS/ACTIVE MAGAZINE LIAISON OFFICER

The Liaison Officer can work hand-in hand with the Publicity Officer to encourage members to submit interesting articles for publication and to regularly supply the Editor of Probus/Active magazines with club news that may be of interest to members in other clubs. It is important that the Liaison Officer have an email address for contact with Probus Centre.

Presenting a quarterly report or promotional session at general meetings and your club AGM, giving an overview of Probus/Active magazines, would encourage readership of the publication and promote an interest and awareness of both official matters, club activities and tour and holiday opportunities.

Encourage members to subscribe to Probus – the magazine. Consider providing new members with a copy of the official publication at their induction. Utilize spare copies of the magazine and encourage distribution to local hospitals, council or community halls, libraries, dentist, doctor and other professional waiting rooms. The articles may be of interest to others in your community and the magazine may encourage an interest in membership.