

GARSTANG AND DISTRICT PROBUS CLUB

CONSTITUTION - APPENDIX 1

ROLES AND RESPONSIBILITIES OF THE OFFICERS

September 2023

1) GENERAL 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 RESPONSIBILITIES OF THE 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.

i) PRESIDENT

(1) General

- (a) Should be familiar with the Constitution, By-Laws and Risk Management Policy and have a copy available for reference at all meetings
- (b) Should be familiar chairing a meeting and adopting protocol for motions, debate and discussion, and voting

- (c) Should ensure that an agenda has been prepared for the meeting
 - (d) Should begin and end meetings on time
 - (e) Should take the opportunity to meet all members, guests, speakers and visiting Probus members on a fellowship basis
- (2) Annual and Extraordinary Meetings:
- (a) Liaise with Secretary and Treasurer that all is in order prior to the meeting.
 - (b) Chair the meeting as per the agenda, including a review of the year in office.
 - (c) Hold the election of officers as per the constitution.
- (3) Ordinary Meetings:
- (a) Meet and greet guests.
 - (b) 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 minute's silence should be asked for before Grace is said.
 - (c) After lunch allow for a comfort break prior to the speaker.
 - (d) Introduce the speaker using the details from the Vice President.
 - (e) Thank the speaker and ask member to propose thanks on behalf of the club.
 - (f) Chair the meeting as per the agenda
- (4) Special Lunches (June and December)
- (a) Meet and greet guests, widows/ widowers of former members and guests.
 - (b) Formally welcome guests, widows/ widowers of former members and guests when everyone is sat at their tables.
 - (c) Following lunch propose the Loyal Toast
 - (d) Commemorate the occasion by saying a few appropriate prepared words.
 - (e) Propose a toast to our guests. Invite Presidents guest to reply.
 - (f) After informal period bring event to a close.

ii) **VICE PRESIDENT**

- (1) General
- (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.
- (2) The Vice President also assumes the role of Speaker Finder Coordinator with the following responsibilities:
- (a) 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.

- (b) Club members are to be asked regularly to provide the names of potential speakers and sponsor them on a suitable date.
- (c) Coordinate and provide a list of future speakers to the membership on a regular basis including the Web Site Editor.
- (d) Aim to arrange a varied program at least six months in advance
- (e) See the Speaker Finder List (attached) for detailed advice:

iii) **SECRETARY**

(1) General:

- (a) Should be familiar with the Constitution, By-Laws and Risk Management Policy and have a copy available for reference at all meetings.
- (b) 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.
- (c) Issue notice for the election of officers, nomination and proxy forms in accordance with the requirements of the Constitution.
- (d) With the Treasurer negotiate lunch prices with the hotel.
- (e) Ensure all members have name badges.
- (f) 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.

(2) Membership:

- (a) Keep a register of members including addresses, email and telephone numbers and issue to members at the meeting following the AGM.
- (b) Maintain the list of Leavers and Joiners.
- (c) Maintain list of widows/ widowers of former members

(3) Members who are ill:

- (a) Ensure privacy to members when requested
- (b) Keep in touch with sick or bereaved members or those members feeling isolated or lonely or who may need moral support or physical help.
- (c) Advise meeting if support is needed, either by member visits or transport to meetings.

(4) Correspondence:

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

(5) Minutes and Agendas of Meetings:

- (a) Record Minutes of meetings and general meetings and present them at the following meeting for formal adoption as a 'true and correct record'
- (b) Ensure Minutes, if accepted are filed electronically.
- (c) Circulate copies of the Minutes to the members prior to each monthly or general meetings by email.
- (d) Prepare agendas for each meeting, and general meeting and issue formal notices.

(6) Regular Monthly Duties:

- (a) Maintain attendance record in advance of informing the hotel the number attending lunch, and telephone the hotel as early as practical on the Monday prior to the meeting. Number attending to include:
 - (i) Members
 - (ii) Guests
 - (iii) External speaker
 - (iv) Number sitting on top table
- (b) 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, Secretary and Treasurer.

(7) Special Summer Lunch:

- (a) At the March meeting obtain hotel menu and verify cost of meal.
- (b) Agree with Treasurer the cost to members of the meal including gratuities.
- (c) At the April meeting distribute menus and get membership agreement to invite widows/ widowers of former members (at their cost).
- (d) Send invitations out to the widows/ widowers of former members.
- (e) At the May meeting collect completed menus together with payment cheques (to pass to Treasurer).
- (f) Compile commemorative menu insert (for hotel to produce).
- (g) Organise Table plan (for hotel to produce) and individual menus by table.
- (h) Two weeks prior to lunch, inform the hotel the numbers attending, table plan, menus by table, etc.
- (i) On the day ensure room at the hotel is ready with the correct number and distribution of place settings.

(8) Special Christmas Lunch:

- (a) At the September meeting obtain hotel menu and verify cost of meal.
- (b) Agree with Treasurer the cost to members of the meal including gratuities.
- (c) Compile individual menus
- (d) At the October meeting distribute menus and get membership agreement to invite widows/ widowers of former members (at our cost).
- (e) Send invitations out to the widows/ widowers of former members.
- (f) At the November meeting collect completed menus together with payment cheques (to pass to Treasurer).
- (g) Compile commemorative menu insert (for hotel to produce).
- (h) Organise Table plan (for hotel to produce) and individual menus by table.
- (i) Two weeks prior to lunch, inform the hotel the numbers attending, table plan, menus by table, etc.
- (j) On the day ensure room at the hotel is ready with the correct number and distribution of place settings.

(9) Outings and Tours.

- (a) The secretary shall ensure that outings or tours are conducted in accordance with the Clubs Risk Management Policy

iv) **THE TREASURER**

- (1) Should be familiar with the Constitution and By-Laws, Risk Management Policy and have a copy available for reference at all meetings

- (2) 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.
- (3) Ensure that the club has a bank account with cheque facility and keep control of the cheque book. One of the two signatories, Treasurer and Secretary, should sign cheques.
- (4) The Treasurer needs to work in conjunction with the Secretary to arrange payment for Insurance Fees
- (5) Nominate a delegated member for any absences to deal with the normal monthly finances.
- (6) Attend all meetings and submit a summarised monthly report. (If unavailable, arrange for Secretary to present statement).
- (7) The accuracy of the financial report is the responsibility of the Treasurer, but should be verified by the Independent Examiner, and it is the Treasurer that moves the motion to formally adopt the financial report for acceptance.
- (8) 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
- (9) 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.
- (10) 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.
- (11) Collect annual subscriptions at the August meeting, if determined by AGM.
- (12) 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.
- (13) Ensure club monies received are banked within two working days
- (14) Pay all accounts by non-negotiable cheque, except ordinary meeting lunch costs.
- (15) Small accounts/ purchases can also be paid using 'petty cash' with appropriate supporting documentation.
- (16) Reconcile cash book balance with Bank Statement. Maintain close liaison with club Secretary in keeping and register, attendance roll up to date.
- (17) 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 Examiner.
- (18) 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).
- (19) Club Assets – Stock
 - (a) 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.
 - (b) Sufficient warranted quantities of these items shall be held in stock
 - (c) Prepare a list of the club's assets for inclusion in Annual Financial Statement.

- (20) 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.

v) **INDEPENDENT EXAMINER**

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

vi) **WEB SITE EDITOR**

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