

Probus Club of Applewood



PRESIDENT – JOB DESCRIPTION

From the Constitution

I. Management

1. The Club shall be managed by a Management Committee consisting of a President, a Vice-President, a Secretary, a Treasurer, the immediate Past President, and such other persons as the Club deems necessary to cover program, social, newsletter, and other functions.
2. The Club president shall normally serve for a term of 1 year, but may not serve more than 2 years.

By-law No. 3 - Management

The President or designate shall preside at all meetings of the Management Committee and the Club.

Operations:

The president should:

- Chair all MC and Member meetings.
- Ensure that the constitution and by-laws are followed.
- Ensure that the club practices good governance processes and procedures.

- Ensure that all management committee members fulfill their roles.
- Ensure that there are appropriate minutes and/or record of meetings, activities and events.
- Ensure that the Club operates in a financially responsible way (that is, revenues exceed expenses).
- Lead the resolution of issues
- Represent and liaise with Probus Canada and other organizations
- Be the prime spokesperson for the Club
- Respond on behalf of the club as he deems appropriate in the death or bereavement of a member.

February 2018