

## **PROBUS CLUB OF APPLEWOOD**



### **VICE PRESIDENT – JOB DESCRIPTION**

The Vice President is a member of the Management Committee (MC) and assists in the overall leadership and administration of the Probus Club of Applewood.

#### **Specific duties include:**

1. Acts in the capacity of advisor and counselor to the President and Management Committee (MC) on the business affairs of the club.
2. In the absence of the President, acts in his place, ensuring the club's activities are maintained.
3. As the need arises, may be called upon to quarterback certain special projects as identified by the President or to assist other members of the MC in the fulfilment of their responsibilities.
4. Negotiates and acts as primary liaison with the Port Credit Yacht Club and Credit Valley Golf and Country Club or any other entity with respect to club meeting rental arrangements.
5. Arranges the photographer for monthly meetings.
6. Keeps abreast of all club activities and plans for the future with a view to be the likely successor to the President.
7. Oversees the orientation of new members in conjunction with the Membership Coordinator.

July 2020