

Probus Club of Applewood



PRESIDENT – JOB DESCRIPTION

Duties

1. The President or designate shall preside at all meetings of the Management Committee for the Club.
2. The president should:
 - i. Chair all MC and Member meetings.
 - ii. Ensure that the constitution and by-laws are followed.
 - iii. Ensure that the club practices good governance processes and procedures.
 - iv. Ensure that all management committee members fulfill their roles.
 - v. Ensure that there are appropriate minutes and/or record of meetings, activities and events.
 - vi. Ensure that the Club operates in a financially responsible way (that is, revenues exceed expenses).
 - vii. Lead the resolution of issues
 - viii. Communicate to the membership on a monthly basis via the Presidents Message and send to ApplePro805@gmail.com.
 - ix. Represent and liaise with Probus Canada and other organizations
 - x. Be the prime spokesperson for the Club
 - xi. Respond on behalf of the club as he deems appropriate in the death or bereavement of a member.

Estimated hours per month – 10-15

Prepared by: Dayle Acorn
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