

PROBUS CLUB OF APPLEWOOD



VICE PRESIDENT – JOB DESCRIPTION

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

Duties of the Vice President

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.

Prepared by Garry Jenkins

August 2026