



PROBUS CLUB OF WHITE ROCK & SOUTH SURREY

POLICY GUIDELINES

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PROBUS CLUB OF WHITE ROCK & SOUTH SURREY

POLICY GUIDELINES

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POLICY GUIDELINES
with RELEVANT BYLAWS

BYLAWS	POLICY GUIDELINES
<p style="text-align: center;">Preamble</p> <p>The Probus Club of White Rock & South Surrey (the Club) was established on September 9, 1987. The Club exists and functions for the sole benefit of its members, under the auspices of the parent organization, Probus Canada. Its organizational structure, governance, management and all of its activities are subject to the provisions of The Standard Constitution for Local Probus Clubs – Canada, the Constitution of the Probus Club of White Rock & South Surrey and these Bylaws. The administration and management of the Club’s day-to-day and ongoing activities are further assisted by policy guidelines as determined from time to time by the Club Management Committee.</p>	<p><u>P.0.0. - Purpose:</u> These Policy Guidelines are developed, approved, maintained and adjusted as needed from time to time by the Management Committee of the Probus Club of White Rock & South Surrey to assist in its management of the day-to-day and ongoing activities of the Club.</p> <p>Notwithstanding that these guidelines are not binding, as in the case of Club Bylaws, they are put in place with the full expectation that they will be adhered to in the pursuit of sound management decision-making to ensure consistency and appropriate bases for all decisions to the extent possible and will be deviated from only in extra-ordinary and/or exceptional cases when, in its sole discretion, the Management Committee deems it appropriate to do so.</p> <p><u>P.0.1-</u> The Management Committee shall ensure that Policy Guidelines affecting Club members directly [i.e. annual dues, fees, payment of fees, membership criteria, etc.] shall always be made known and available to the membership, particularly when such policy undergoes change.</p>

Bylaw No. 2 – Membership

- 1. The Club shall be open to men with professional or business backgrounds and other persons who have had some measure of responsibility or achievement in any field of endeavor.**
- 2. Applications for membership shall be sponsored by at least one Probus member in a form prescribed by the Management Committee and submitted together with the one-time initiation and annual membership fees as established by the Management Committee. (Amended--
---2020**

- 3. The Club Management Committee will review the fee structure periodically and may make adjustments based on the financial circumstances of the Club. (Amended, October 2020)**

P.0.2. – The Management Committee shall strike a Review Committee at the outset of its term to ensure that the Constitution, Bylaws and Policy Guidelines adequately meet the needs of the Club and accurately describe the roles of all MC position holders. Particularly, the review committee will address the accuracy and adequacy of the Role Descriptions, Tenure Policy, Back-up Responsibilities, Document Retention policy and Club fee structures.

P.2.2.1.- Responsibility for receiving, processing and putting membership applications before the Management Committee is that of the Membership Chair.

P.2.2.2.- An application may be considered if received without being sponsored, in which case the Membership Chair will satisfy himself that the applicant is worthy of consideration by Management Committee and may identify himself as the sponsor of record.

P.2.3.1.- Currently annual membership fees are \$60.00. New members joining October through March will currently pay for a half year \$30.00 for their initial period and then will resume the full year payment with other members.

P.2.3.2.- One-time initiation fee is \$20.00

4. Annual membership fees are payable on the first day of March in each calendar year.
5. The Management Committee may terminate the membership of any member who fails to pay the annual membership fee on or before the last day of June in the current calendar year.
6. Upon acceptance by the Club, a new member shall be given access to the Probus Constitution and Club Bylaws and will be presented with a Probus lapel pin and a name badge by the President or his designate. *(Amended, October 2020)*
7. Members leaving the White Rock – South Surrey area may retain their Club membership upon paying the prescribed annual dues.

P.2.3.2.a. - A former member who opts to rejoin the Club may, at the discretion of the Management Committee, not be required to pay the one-time initiation fee.

P.2.3.3.- Members who lose their name tags will be required to pay for replacements at the current cost, but tags that become broken will be replaced free of charge.

P.2.3.4. – A member may be accompanied by one [1] guest at a subsidized Club event or activity, inclusive of spouse or significant other person.

P.2.4.1. - Payment of membership dues and other fees or charges determined by the Management Committee shall be paid in a form and manner approved by the Management Committee.

P.2.6.1.- Prospective members may attend up to 2 monthly meetings as guests.

8. **Membership Caps, if any, shall be determined by the Management Committee.** *(Amended, October 2020)*

9. **When a waiting list exists and an opening occurs, priority shall be given to an applicant who is not a Probus Member elsewhere.**

10. **Honorary Membership may be conferred on a person by a majority of members voting at a General meeting. An Honorary member shall not be required to pay the annual membership fee and shall enjoy all privileges of membership except voting and election to office. No more than 5% of the membership shall be Honorary members at any given time.** *(Amended, October 2020)*

11. **Life Membership may be conferred, by a majority of members voting at a General meeting, upon a member who has rendered outstanding service to the Club. A Life member shall not be required to pay the annual membership fee and shall enjoy all privileges of membership. No more than 5% of the membership may be Life members at any given time.** *(Amended February 12, 2020, and October 2020)*

12. **Conduct of Members. If, in the opinion of and after due consideration by the Club Management Committee, a member conducts himself in such a manner as to bring discredit on the organization or cause discord within the membership, the said member or members may be asked to resign. The resignation request(s) should be made in writing if, after discussion between the member(s) and the Management Committee, the conflict is not resolved.** *(Amended, October 2020)*

P.2.8.1.- Membership in the Club is not currently capped.

P.2.11.1.- Appointment of a life Member.

Each October the Management Committee shall consider the appointment of Life Members in accordance with the following criteria.

- 1 – The number of Life Members not to exceed 5% of the Membership (Bylaw 2.11)**
- 2 – Years as a Member - Minimum 10 years**
- 3 – Years on Management Committee - Minimum 2 years**
- 4 – Participation in Club Activities**
 - a) attendance at monthly meetings -Regular (not less than 50%)**
 - b) active in sub-groups - Minimum 1**
- 5 – Attitude - Service, open, positive & constructive**
- 6 – Character, integrity & sharing**

<p>13. <u>Termination of Membership.</u> The membership of any member who declines or fails to resign within 30 days of having been requested to do so in accordance with 2.13 above, may be terminated with formal notice of the termination provided in writing to the member on behalf of the Management Committee. Upon such termination, the Management Committee may reimburse a portion of the membership fees paid for the current year, on a pro-rated basis. <i>(New, October 2020)</i></p>	<p><u>P.2.13.1.-</u> Notice of membership termination under Bylaw 2.13, shall be given by the President or such other Officer of the Club designated by the Management Committee.</p>
<p>Bylaw No. 3 – Management and Officers</p> <ol style="list-style-type: none"> 1. For the purposes of these Bylaws, Officers of the Club shall be the President, the Vice President, the Secretary and the Treasurer. (New, October 2020) 2. The Club shall be managed by a Management Committee comprised of the President, Vice President, Secretary, Treasurer, the immediate Past President, and such other functions as determined by the Management Committee, all of whom shall be elected each year at the Annual General Meeting. (Amended, October 2020) 	<p>P.3.2.1.- The ‘other functions’ comprising the Management Committee are: Membership Chair, Activities Chair, Speakers Chair, Communications Chair, IT Manager, Newsletter Editor, Sergeant-at-Arms and Member-at-Large.</p> <p>P.3.2.2.- Management Committee position Tenure Policy is described in Appendix “A” to these Guidelines.</p> <p>P.3.2.3. – Management Committee ‘Back Up’ Responsibilities is described in Appendix “B” to these Guidelines. This policy ensures that in the absence or inability of an Management Committee member to perform his responsibilities as required, a designated ‘back up’ member of Management</p>

Committee shall assume and carry out those responsibilities, as specified in this policy.

P.3.2.4.- Appendix “C”, *Document Retention*, identifies the documents required by the Club to be retained and the Management Committee members responsible for them, including receiving, collecting, updating, or creating them. Appendix “C” includes where these documents are commonly retained.

Most electronic records are retained by the IT Manager. Management Committee members must send electronic documents to the IT Manager in a timely manner for centralized retention. Electronic documents are kept on the Club’s website or are archived. The IT Manager will keep electronic documents permanently unless the IT Manager gets approval from the Management Committee to delete a particular file. Management Committee members are not required to keep copies of electronic documents after providing them to the IT Manager.

Non-electronic documents, such as paper, and other types of documents, such as emails, are kept by the responsible Management Committee member. Alternatively, Management Committee members can make electronic versions of these documents and send them to the IT Manager. The Management Committee member must provide a description to the IT Manager of the types of non-electronic and other documents they are keeping, for a centralized record of all documents being kept. The Management Committee member must keep these documents for three years unless they get approval from the Management Committee to destroy them sooner. The Management Committee member is responsible for destroying these documents after the retention period. These documents must be given to a Management Committee member’s successor if the retention period is not over.

<p>3. The President is the chief executive officer of the Club and shall normally serve for a term of 1 year but may not serve for more than 2 consecutive years. The President or his designate shall preside at all meetings of the Management Committee and the Club. (Amended, October 2020)</p> <p>4. Management Committee positions of Vice President, Secretary, Treasurer and such others as determined by the Management Committee are identified and described in Policy documents prescribed for that purpose. (New, October 2020)</p> <p>5. The Management Committee shall have the authority to fill vacancies of Management Committee positions, other than the President and the Past President, which may exist from time to time between elections. (Amended, October 2020)</p> <p>6. The Management Committee shall have the authority to appoint sub-committees.</p> <p>7. Club activity groups may be created for the benefit and enjoyment of members with the approval of the Management Committee. Group coordinators who</p>	<p>Some documents, either electronic or non-electronic, are only current information documents. The Club does not require retention of historic information or earlier versions of these current information documents.</p> <p>The Management Committee or any Officer of the Club can view any retained document.</p> <p>P.3.4.1. - Management Committee positions as determined by Management Committee and their role descriptions are described in the Appendices to these Guidelines.</p> <p>P.3.7.1.- Approved activity groups are:</p> <ul style="list-style-type: none"> • Afternoon Bridge Club • Book Club • Drinks & Appies Group
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manage the group activities must be approved by and shall operate under the direction of the Management Committee. (New, October 2020)

8. Club mechanisms and procedures for communicating information to its members shall not be used to convey any form of advice unless the source is clearly qualified as an expert in that field, as determined by the Management Committee. (New, October 2020)

Bylaw No. 4 – Election of Officers and Other Management Committee Members

1. Officers and all other members of the Management Committee shall be elected at the Annual General Meeting as set out in these Bylaws. (Amended, October 2020)

- Evening Bridge Club
- Golf Group
- Investment Discussion Group
- Mixed Walking Group
- Monday night Zoom meeting
- Movie/Dinner Group
- Pickleball Group
- Pub Social Group
- Walking Group
- Wednesday morning coffee group

P.3.7.2. – Current Activity Group Coordinators will be canvassed by the Nominating Committee prior to the beginning of each new Management Committee term to determine their desire & suitability to continue in that role [see P.4.2.2.]

P.3.7.3. – When the creation of a new activity group is recommended to Management Committee, the identity of a proposed coordinator who has agreed to serve in that capacity must be provided.

P.4.2.1.- - The Nominating Committee shall commence its responsibilities no later than the end of January preceding the AGM.

Before the Nominating Committee considers potential candidates for positions on the following year’s Management Committee the Nominating Committee will review and consider possible additions/replacement

<p>2. A Nominating Committee consisting of the Vice President as chairperson and two Past Presidents (if available, otherwise two Club members in good standing) appointed by the Vice President, shall prepare a slate of candidates as nominees for positions on the Management Committee. (Amended, October 2020)</p> <p>3. At each Annual General Meeting, the Presiding Officer shall present nominations by the Nominating Committee for positions on the Management Committee. Elections may be conducted by ballot, show of hands or acclamation. (Amended, October 2020)</p> <p>4. For the purposes of section 3 above, the Presiding Officer shall be the President unless another attending Officer or former Officer of the Club is appointed by the Management Committee. (Amended, October 2020)</p>	<p>of the “other functions” as outlined in Policy Guideline P.3.2.1</p> <p>If the Nominating Committee unanimously agree any additions/replacements the changes will be put before the Management Committee for approval</p> <p>If the proposed additions/replacements are approved by the Management Committee the Nominating Committee will proceed to prepare a slate of candidates as nominees for the revised positions.</p> <p>If the proposed additions/replacements are not approved by the Management Committee the Nominating Committee will prepare a slate of candidates as nominees for the existing Management Committee positions”</p> <p>P.4.2.2. – The Nominating Committee shall, prior to the AGM, in addition to its responsibilities under Bylaw 4.2., review the Activity Group Coordinator positions, conduct the necessary interviews with incumbents and potential candidates and present to the Management Committee a slate of candidates for these Coordinator positions for the coming term.</p>
<p>Bylaw No. 5 – Management Committee Meetings</p> <p>1. The Management Committee shall normally meet monthly and when otherwise considered necessary at the call of the President or the Management Committee. (Amended, October 2020)</p> <p>2. The quorum at a Management Committee meeting shall be 50% plus one of the total Management Committee</p>	

positions occupied at the time of the meeting. *(Amended, October 2020)*

3. **Management Committee meetings shall normally be held with all attendees being physically present at the meeting site. The meeting may, at the call of the President, be conducted in whole or in part by any available electronic means which enable adequate sharing of information, discussion and decision-making.** *(New, October 2020)*
4. **Minutes of the meetings shall be distributed by the Secretary after review by the President to members of the Management Committee only.***(New, May 2023)*

Bylaw No. 6 – General Meetings

1. **The Annual General Meeting shall be held on the regular meeting day in March of each calendar year.** *(Amended, October 2020)*
2. **General Meetings of the Club shall normally be held on the second Wednesday of each month or otherwise as determined by a majority vote of its membership. In special or extraordinary circumstances which may exist from time to time, the Management Committee may determine that General Meetings be held otherwise.** *(Amended, October 2020)*

P.6.1.1. – A member of the Welcoming Committee, comprised of the Sergeant-at-Arms as coordinator, the Member-at-Large and one other member appointed by the coordinator shall greet attendees at each general meeting.

P.6.2.1.- Monthly speakers will ordinarily be introduced by the Speaker Chair and thanked for his/her presentation by the Vice President.

P.6.2.2.- Speakers' honoraria [\$50.00] will continue to be acquired and presented to the Speakers. No additional payments will be made.

P.6.2.3. - Members who speak at meetings as "Who's That Man" candidates, will be asked to limit their remarks to 15 minutes.

	<p><u>P.6.2.4.</u> – The remarks of “Who’s That Man” candidates which are posted in the on-line Newsletter may be subject to limitations or editing as determined by the Newsletter editor.</p>
<ol style="list-style-type: none"> 3. General meetings of the Club shall normally be held with all attendees being physically present at the meeting site. The meeting may, at the call of the President, be conducted by any available electronic means which enable adequate sharing of information, hearing from guest speakers, discussion and conducting the usual and ordinary affairs of the Club. <i>(Amended, October 2020)</i> 4. A motion that receives an equal number of affirmative and negative votes shall be considered lost. 5. “Robert’s Rules of Order” shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws. 6. A quorum for a General Meeting shall be the greater of 20 regular members or one third of the then paid membership. <i>(Amended, October 2020)</i> 7. A notice of a proposed resolution or motion shall be submitted, in writing, to the Secretary and read to the General Meeting at least one month prior to the meeting at which the resolution or motion is to be considered. Additionally, this information shall be forwarded to members not in attendance at this General Meeting, in 	

<p>any of the Club Newsletters, communication e-mails or facsimiles.</p> <p>8. Following the Annual General Meeting, the Club shall register the names of the President and Secretary together with their respective addresses, telephone numbers, and e-mail addresses with Probus Canada, no later than April 30th of that calendar year. <i>(Amended, October 2020)</i></p>	
<p>Bylaw No. 7 – Financial</p> <p>1. The Treasurer shall receive, record, and deposit all funds of the Club in a financial institution approved by the Management Committee. The signing officers shall be any two of the Treasurer, President, Vice- President, or Secretary. Two signatures shall be required on all cheques except for cheque amounts of \$1000 or less, where only one signature shall be required. All payments shall be approved monthly by the Management Committee. <i>(Amended, October 2020)</i></p> <p>2. Each member of the Club shall pay the annual membership fee as required no later than the 30th of June or at joining. <i>(Amended, October 2020)</i></p> <p>3. The Club shall pay the annual fees assessed by Probus Canada for the then current PROBUS fiscal year.</p> <p>4. The fiscal year of the Club shall begin on the first day of March and end on the last day of the succeeding February. <i>(Amended, October 2020)</i></p>	<p><u>P.7.1.1</u>.- The Treasurer may receive funds from members for dues and other authorized obligations via cash, cheque or via electronic means approved by the Management Committee and may, with the approval of the Management Committee, acquire the necessary electronic equipment to facilitate such processes.</p>

5. In anticipation of the Annual General Meeting, a financial review, under the direction of the Management Committee, will be conducted of the Club Treasurers records for the past fiscal year. The review shall include the Balance Sheet, the Statement of Income and Expenditures and the respective records pertaining thereto. In the interests of transparency as well as the protection of the integrity of the Treasurer, the Management Committee and the Club, the review shall be conducted with the participation of a suitably qualified member appointed by the Management Committee. *(Amended, October 2020)*

6. At least three (3) clear days in advance of the Annual General Meeting, members shall be provided with a financial statement for the preceding fiscal year ending the last day of February in the current calendar year. *(Amended, July 2022)*

P.7.6.1.- Prior to the Annual General Meeting the Treasurer shall present the budget for the following year to the Management Committee for its approval. Once approved, the Treasurer will present the approved budget for the following year to the Club at the Annual General Meeting for information only.

Bylaw No. 8 – Amendments

1. Any Bylaw may be amended by a recommendation of the Management Committee and consented to by a two-thirds majority of the members present and voting at a General Meeting, provided that a notice of motion has been given as required by Bylaw No. 6, section 7. *(Amended, October 2020)*

P.8.1.1.- Policy Guidelines may be added, amended, deleted or otherwise altered by the Management Committee as and when it deems it appropriate, on any matter within the purview of the Committee's management responsibilities, provided such actions do not conflict with and are not precluded by the Club Constitution or Bylaws.

2. Any such amendment to the Club Bylaws must be consistent with the Club Constitution. (Amended, October 2020)

3. The Club Bylaws shall be reviewed by or on behalf of the Management Committee for possible amendments when deemed appropriate. (Amended, October 2020)

APPENDICES TO POLICY GUIDELINES

APPENDIX “A”

MANAGEMENT COMMITTEE POSITION TENURE POLICY [P.3.2.2.]

For the positions of President, Vice President and Immediate Past President, there shall be a tenure limit of two [2] successive terms in each of those roles.

A tenure limit of five [5] consecutive terms shall apply to anyone serving on the Management Committee.

Calculation of a member’s tenure on the Management Committee shall not take prior service on the Committee into account provided there has been a hiatus of at least one term.

APPENDIX “B”

MANAGEMENT COMMITTEE POSITION BACK-UP RESPONSIBILITIES [P.3.2.3.]

This policy guideline ensures that in the absence or inability of a Management Committee member to perform his responsibilities as required, a designated ‘back up’ member of Management Committee shall assume and carry out those responsibilities, as specified in this policy.

<u>Position</u>	<u>Position of Back Up</u>
President	Vice President
Vice President	President
Treasurer	Secretary
Membership	Past President
Secretary	Treasurer
Communications	IT
Newsletter	Speakers
Speakers	Activities
IT Manager	Communications
Activities	Newsletter
Sergeant at Arms	Membership
Member at Large	Sergeant at Arms
Past President	not needed

APPENDIX “C”
DOCUMENT RETENTION [P.3.2.4.]

RESPONSIBLE	ITEM	LOCATION	
Secretary	Accepted AGM/SGM Minutes	Archive	
	Accepted Management Committee Minutes.	Archive	
	Probus Canada Correspondence	Secretary	
	General Correspondence	Secretary	
	Current Constitution, Bylaws & Policy Guidelines	Website	
Communications Chair	Probus Canada Emails	Email	
	Membership Chair	Website	
Membership Chair	Current Member List & Totals	Website	
	Completed Member Applications	Archive	
	Past Members & Totals	Archive	
Speakers Chair	Past Speakers	Website	
Treasurer	Annual Budget	Archive	
	Annual Revenues & Expenses	Archive	
	Monthly Revenues & Expenses	Treasurer	
	Receipts and Other Records	Treasurer	
	Records of Audits	Treasurer	
	Access to Bank Account Statements	Treasurer	
	Newsletter Editor	Newsletters	Website
	IT Manager	Past Management Committee Members	Archive
Record of Other Documents		Archive	
List of Presidents		Website	
	Current Activity Groups/Coordinators	Website	

ROLE & RESPONSIBILITIES - PRESIDENT

In accordance with By-Law #3, the President is an Officer of the Club and is elected at the most recent Annual General Meeting, thereby serving as a member of the Management Committee. Further to the provisions of Schedule “B” of the Bylaws of the Club, the President assumes specific responsibilities as follows:

- Leads the Management Committee and Club members to ensure effective Club operation.
- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- Prepares monthly Management Committee Agendas.
- Chairs Management Committee meetings.
- Chairs Club and AGM meetings.
- Represents the Club where appropriate.
- Liaises with PROBUS Canada, including receiving correspondence from PROBUS Canada.
- Inducts new members.
- Initiates a review of the Club’s Constitution, Bylaws and Policies following election of a new Management Committee at the AGM.
- Is a signing officer at the bank for the Club.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.

- Retains and manages those documents listed for the President in the Probus Document Retention Policy.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as President.

APPENDIX “E”

ROLE & RESPONSIBILITIES - VICE PRESIDENT

In accordance with By-Law #3, the vice-President is an Officer of the Club and is elected at the most recent Annual General Meeting, thereby serving as a member of the Management Committee. Further to the provisions of Schedule “B” of the Bylaws of the Club, the Vice President assumes specific responsibilities as follows:

- Reports and is accountable to the Management Committee.
- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- In the absence of the Club President, functions as the President for all purposes in the pursuit of the Aims and Objectives of the Club.
- Thanks speakers at meetings after their presentations and gives any gifts to them.
- Serves on the Review Committee in the review of Club Constitution, By-Laws and Policies, before, during or shortly after the 1st Management Committee meeting following the election of a new Management Committee.
- Assists the President in any matter which the Management Committee deems appropriate and/or which the President requests or directs.
- Undertakes to carry out any project which the Management Committee considers appropriate or the President requests or directs.

- Is a signing officer at the bank for the Club.
- Serves on and Chairs the Nominating Committee to present a slate of Management Committee nominees prior to the annual election of officers/directors/ committee chairs at the AGM.
- Maintains in digital format, on behalf of the Club and Management Committee, official documentation consisting of a list and description of Activity Groups currently providing activity outings for members, as well as the incumbent and former coordinator[s] of such groups.
- Assumes responsibility for such other matters as the Management Committee and/or the President considers appropriate in the circumstances.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Retains and manages those documents listed for the Vice President in the Probus Document Retention Policy.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Vice President.

APPENDIX “F”

ROLE & RESPONSIBILITIES - IMMEDIATE PAST PRESIDENT

The Immediate Past President is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Immediate Past President assumes the position as a consequence of having served during the previous year as Club President. The Immediate Past President assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- Serves as full voting member of the Management Committee, ordinarily for one year, but for 2 years in circumstances where the incumbent President remains in office for two years and has been duly elected at an AGM.
- Provides counsel and advice to the President and Management Committee, as may be requested or deemed appropriate from time to time.
- Provides mentorship to the Managing Committee and Activity Groups.
- Acts as a member of the Nomination Committee when requested to do so by the Nomination Committee Chair.
- Represents the President in any capacity and for any matter in the absence of the President when the Vice President is unavailable.
- Undertakes special functions or tasks as may be requested from time to time by the President or the Management Committee in furtherance of the Club’s objectives and initiatives.

- Supports the ongoing activity of any Management Committee position that becomes vacant, on an interim basis, until a replacement can be selected, if and when so requested by the President.
- Represents the Club under any circumstances deemed appropriate by the President.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.

APPENDIX “G”

ROLE & RESPONSIBILITIES - SECRETARY

In accordance with By-Law #3, the Secretary is an Officer of the Club and is elected at the most recent Annual General Meeting, thereby serving as a member of the Management Committee. Further to the provisions of Schedule “B” of the Bylaws of the Club, the Secretary assumes specific responsibilities as follows:

- Reports and is accountable to the Management Committee.
- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- Creates minutes of all Management Committee meetings, the Annual General meeting, and any Special General Meetings.
- Maintains the current approved Club Bylaws and Policy Guidelines
- Updates Probus Canada regarding changes to any information pertaining to the Club.
- Receives from any member a proposed resolution or motion to be discussed at a General Meeting and follow the procedure as stated in Bylaw #5-9.
- Receives all general correspondence to the Club and respond on behalf of the Club as directed by the MC.
- Is a signing officer at the bank for the Club.
- Retains and manages those documents listed for the Secretary in the “Probus- Document Retention Policy”.

- Assumes responsibility for such other matters as the Management Committee and/or the President considers appropriate in the circumstances.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Secretary.

APPENDIX “H”

ROLE & RESPONSIBILITIES - TREASURER

In accordance with By-Law #3, the Treasurer is an Officer of the Club and is elected at the most recent Annual General Meeting, thereby serving as a member of the Management Committee. Further to the provisions of Schedule ‘B’ of the Bylaws of the Club, the Treasurer assumes specific responsibilities as follows:

- Reports and is accountable to the Management Committee.
- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible
- Reports the Club’s financial position at Management Committee and other meetings.
- Is a signing officer at the bank for the Club.
- Ensures proper records are kept and oversee the production of necessary financial reports/returns
- Carries out monthly reconciliations with the bank statements.
- Arranges payment of appropriate expenses and accounts payable, after verification, making sure that all payments have appropriate signatures on payment.
- Reconciles annual fee payments and activity fees made by members and liaises with the Membership Chair or the Activities Chair as appropriate
- Deposits all funds promptly at the bank.

- Remits to Probus Canada the annual assessment levied by them each year.
- Produces the Annual Budget and proposes its adoption to the Management Committee. Once approved by the Management Committee it is to be presented as information at the Annual General Meeting of the Club.
- Ensures proper records are kept and that effective financial procedures and controls are in place,
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Retains and manages those documents listed for the Treasurer in the “Probus- Document Retention Policy”.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Treasurer.

APPENDIX “I”

ROLE & RESPONSIBILITIES - SPEAKERS CHAIR

The Speakers Chair is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Speakers Chair assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- Provides the Management Committee with updates as to confirmed and potential speakers.
- Assumes other duties or tasks as may be assigned as a result being a member of Management Committee.
- May recruit other members of the Club in good standing to support the work.
- May poll the membership for presentation topics of interest for the meetings.
- Researches, identifies and arranges for speakers/presenters for monthly club meetings.
- Obtains speakers’ topic, presentation abstract and speaker bio and provides to Newsletter Editor for inclusion into the Club Newsletter.
- Obtains speakers’ audio-visual (AV) and other presentation requirements and provides to the IT Manager to provision.

- Provides the speaker with information about the club and explains the logistics of the meeting, including when to arrive, when the AV may be tested and providing an invitation and encouragement to join the members for lunch after the presentation.
- Provides an introduction of the speaker.
- Greets (or arranges for greeting/hosting) the speaker for the meeting.
- Acquires thank you gifts for the speaker and provides it to the Vice President to present during the thank you.
- Provides any presentation material provided by the speaker to the Newsletter Editor for inclusion with the Newsletter.
- For five years, maintains a list of speakers who have presented to the club, including name, contact information, bio, presentation abstract, title of presentation and other notes.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Retains and manages those documents listed for the Speakers Chair in the “Probus- Document Retention Policy”.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Speakers Chair.

APPENDIX “J”

ROLE & RESPONSIBILITIES - MEMBERSHIP CHAIR

The Membership Chair is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Membership Chair assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible
- Organizes and directs a continuing membership recruitment program (under the direction of the Management Committee).
- Recommends approval of new applications for membership
- Mediate any disputes between members if requested.
- Maintains a roster of active members. This membership roster shall be made available to members through the Club’s website and shall include a statement that it is not to be used in any way for commercial purposes.
- Keeps a record of members’ dues paid, receives cheques and cash for this purpose and forwards to the treasurer.
- Maintains blank membership application forms and amends these as necessary.

- Keeps a record of guests at the monthly meeting and follows up with guests after the meeting re potential membership applications.
- Orders name tags as required for new members or replacements for lost or damaged tags.
- Maintains the name tag box and updates the list of name tags as required.
- Maintains the binder of current member applications forms.
- Keeps a supply of Probus lapel pins and re-orders from Probus Canada as required.
- Liaises with the keeper of the Probus Photo Directory to ensure it is up to date when made available to the membership.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Retains and manages those documents listed for the Membership Chair in the “Probus- Document Retention Policy”.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Membership Chair.

APPENDIX “K”

ROLE & RESPONSIBILITIES - ACTIVITIES CHAIR

The Activities Chair is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Activities Chair assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- Reports to the Management Committee on tentative plans for all such activities being contemplated and seeks Management Committee concurrence and approval for such undertakings.
- Seeks direction from the Management Committee regarding all activities when the incumbent considers that necessary and worthwhile in the pursuit of general membership support for such activities.
- Assumes responsibility for any special activities to be undertaken, as and when directed by the Management Committee.
- Reports to the membership at general meetings of plans for activities which he is pursuing for their participation.
- Assists in the planning and conduct of any other special event as the Management Committee directs and to the extent so directed, which may include assuming primary responsibility for the planning and organizing

such events; such activities include, but are not restricted to, the Summer BBQ and the President's Christmas Luncheon.

- Assumes responsibility for such other matters as the Management Committee and/or the President considers appropriate in the circumstances.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Retains and manages those documents listed for the Activities Chair in the "Probus- Document Retention Policy".
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Activities Chair.

APPENDIX “L”

ROLE & RESPONSIBILITIES - INFORMATION TECHNOLOGY MANAGER

The Information Technology Manager is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Information Technology Manager assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- Functions as the Webmaster, maintaining all aspects of the Club’s website, ensuring that contact information on the website is current and accurate.
- Maintains the website hosting contract and pays registration and hosting fees in a timely fashion.
- Maintains and ensures functionality of all technical equipment required and used in the Club’s activities.
- Ensures that the website is up to date by monitoring the communications from the Activities chair and Activities Group Coordinators via the Communication Chair. Changes and additions to activities communicated by email should be updated on the Website in a timely manner.
- Updates the website to clear past activities several times a month and to add pictures of activities to be included in the picture galleries.

- Coordinates with the Speaker Chair to ensure that the speakers technical equipment requirements can be met for every presentation.
- Maintains and retains the Digital archive of club information per the data retention document.
- Assumes from time to time such other responsibilities/duties as the Management Committee considers appropriate.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Retains and manages those documents listed for the Information Technology Manager in the “Probus-Document Retention Policy”.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Information Technology Manager.

APPENDIX “M”

ROLE & RESPONSIBILITIES - COMMUNICATIONS CHAIR

The Communications Chair is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Communications Chair assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly generally meetings of the Club, to the extent possible.
- Provides a dedicated resource to coordinate all communications to the membership to ensure that members receive communications on Club Activities in a timely manner.
- Distributes the Weekly Events Reminder.
- Distributes reminders about upcoming monthly meetings and lunch.
- Monitors the wrsprobus02@gmail.com email for mail originating from the Probus Canada website or executive.
- Keeps the wrsprobus02@gmail.com calendar up to date with our club's events. (This calendar appears as the Events calendar on the website.)
- Distributes communications on Club business like special motions.
- Assumes back-up responsibilities for such other Management Committee position[s] as specifically provided in the Back-up Responsibility Policy Guidelines, as approved by the Management Committee.

- Assumes responsibility for such other matters as the Management Committee and/or the President considers appropriate in the circumstances.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Communications Chair.

APPENDIX “N”

ROLE & RESPONSIBILITIES – NEWSLETTER EDITOR

The Newsletter Editor is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Newsletter Editor assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly generally meetings of the Club, to the extent possible.
- Liaises with the Communications Chair to ensure he has current information for the Newsletter.
- Produces the Newsletter monthly, usually no more than 4 days after receiving the summary of the monthly Club Meeting.
- Works with the IT Manager to have the Newsletter added to the website.
- Assumes such other responsibilities as may from time to time be prescribed by the President or the Management Committee.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Retains and manages those documents listed for the Newsletter Editor in the “Probus- Document Retention Policy”.

- Arranges for an orderly handover of the function including all records to the next person who succeeds as Newsletter Editor.

APPENDIX “O”

ROLE & RESPONSIBILITIES – SERGEANT-at-ARMS

The Sergeant-at-Arms is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Sergeant-at-Arms assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- Performs a Welcoming Function at Monthly Meetings.
- Arranges for setting up, taking down and ensuring safe and secure interim storage of the display of flags, articles of club identity and other club paraphernalia at each monthly general meeting.
- Assumes such other responsibilities as may from time to time be prescribed by the President or the Management Committee.
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Sergeant-at-Arms.

APPENDIX “P”

ROLE & RESPONSIBILITIES - MEMBER-at-LARGE

The Member-at-Large is a duly elected members of the Management Committee by virtue of the provisions of Bylaw 3.2 and shall report and is accountable to the Management Committee. The Member-at-large assumes specific responsibilities as follows:

- Attends meetings of the Management Committee and the regular monthly general meetings of the Club, to the extent possible.
- Serves on the Welcoming Committee as backup to its coordinator, the Sergeant-at-Arms.
- Assumes a role in making new members of the Club aware of the responsibilities of the Management Committee and grooming potential new members of the Management Committee.
- Assumes such other responsibilities as may from time to time be prescribed by the President or the Management Committee
- Assumes back-up responsibilities for such other Management Committee position(s) as specifically provided in the Back-up Responsibility Policy Guidelines as approved by the Management Committee.
- Arranges for an orderly handover of the function including all records to the next person who succeeds as Member-at-Large.

APPENDIX “Q”

ROLE & RESPONSIBILITIES - CONNECTIONS & CARING CHAIR

The Connections & Caring Chair is not an elected members of the Management Committee but shall report and is accountable to the Management Committee. The Connections & Caring Chair assumes specific responsibilities as follows:

- Provides support through the Connections & Caring Group to all members especially those who have poor health or are otherwise having difficulty in attending Club functions or accessing Club communications.
- Assumes other duties or tasks that may be assigned to keep connections with members.
- Liaises with Co-ordinators of other Club activities to ascertain which members attend.
- Contacts members who have stopped attending Club functions to ask whether members of the Club may help with travel or other difficulties.
- Receives information from a variety of sources that members may have suffered a bereavement or major personal health problems.
- Contacts such members to offer the condolence of the Club and to ascertain whether Club members may provide support in any way.
- May recruit other members of the Club in good standing to support the work.
- Provides reports to the Management Committee and undertakes surveys regarding members’ satisfaction as requested by the Management Committee