

# ROLES & RESPONSIBILITIES

## CLUB PRESIDENT

- Successful leaders have a united team working with them and good decisions are almost always made by consensus. The key role of the President is to provide leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus – friendship, fellowship and fun.
- Whilst the President and the Management Committee will deal with the administrative matters as part of their roles, the focus should be on the engagement and retention of members and the growth of the Club.

The role of the President can be summarised as follows:

- Be familiar with the Constitution, by-laws and/or standing resolutions and ensure that a copy is available for reference at all meetings.
- Understand how to chair a meeting and the protocol for motions, debate, discussions and voting. Refer to the 'Rules of Debate for Meetings' section of the Probus handbook.
- Ensure that an agenda is prepared for all meetings, including a "Message from the President".
- Chair the monthly Committee Meeting and General Meeting.
- Begin and end meetings on time.
- Take the opportunity to meet and greet all members, guests and visitors.
- Ensure that Committee recommendations (where required) are brought to the membership for decision and recommendation.
- Implement and review the Club's membership development plan which focuses on engagement and retention of members as well as membership growth.

- Implement a succession plan for all Management Committee positions.
- Encourage members to contribute stories, articles, letters and photographs for publication in the *Active Retirees* publications and/or the PSPL website.
- Ensure an incident log is maintained and passed to the incoming President.
- Before vacating office brief the incoming President on the role of the President and hand over all records, documents and outstanding matters.