

ROLES & RESPONSIBILITIES

CLUB PRESIDENT

- Successful leaders have a united team working with them and good decisions are almost always made by consensus. The main role of the President is to provide leadership and direction to the Management Committee to ensure their Club embodies the true Spirit of Probus – friendship, fellowship and fun
- While the President and the management committee will deal with the administrative matters as part of their role, the focus should be on the engagement and retention of members and the growth of the Club
- The role of the President can be summarized as follows:
- Be familiar with the Constitution, by-laws and/or standing resolutions and have a copy available for reference at all meetings
- Understand how to chair a meeting and the protocol for motions, debate/discussion and voting. Refer to the Rules of Debate for Meetings section of the Handbook
- Ensure that an agenda is prepared for all meetings
- Begin and end meetings on time
- Take the opportunity to meet and greet all members, guests and visiting Club members
- Ensure that Committee recommendations (where required) are brought to the membership for decision/recommendation
- Provide leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus – friendship, fellowship and fun

- 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.
- Attend the monthly Committee meeting.