

ROLES & RESPONSIBILITIES

VICE PRESIDENT

- The main role of the Vice President is to assist the President in providing leadership and direction to the Management Committee to ensure their Club embodies the true spirit of Probus – friendship, fellowship and fun
- 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, debates/discussions and voting. Refer to the Rules of Debate for Meetings section of the Probus handbook
- Work closely with the President to become familiar with the role and responsibilities of the Presidency
- Take the opportunity to meet and greet all members, guests and visiting members
- Chair meetings in the President's absence
- Deal with any presidential matters in the President's absence
- Assist with the duties of any Committee member in their absence or arranges an alternative assistant
- Assist any Committee member who has a heavy work load
- Recognize the club's Succession Plan in that the Vice President assumes the position of President the following year
- Attend the monthly Committee meeting.