



# **COMBINED PROBUS CLUB OF WESTLEIGH, INC.**

**RESPONSIBILITIES OF ELECTED MEMBERS**

**ROLE DESCRIPTIONS**



# COMBINED PROBUS CLUB OF WESTLEIGH INC.

## ROLE DESCRIPTIONS AND RESPONSIBILITIES OF ELECTED MEMBERS

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### Table of Contents

<b>Role of the Management Committee</b> .....	1
<b>PRESIDENT</b> .....	2
<b>VICE PRESIDENT and ACTIVITIES COORDINATOR</b> .....	3
<b>SECRETARY and PUBLIC OFFICER</b> .....	4
<b>TREASURER</b> .....	6
<b>MEMBERSHIP OFFICER</b> .....	8
<b>IMMEDIATE PAST PRESIDENT</b> .....	10
<b>FUNCTIONS AND EVENTS COORDINATOR</b> .....	12
<b>HISTORIAN</b> .....	13
<b>NEWSLETTER OFFICER</b> .....	15
<b>PHOTOGRAPHER</b> .....	16
<b>ROSTER / HOSPITALITY OFFICER</b> .....	17
<b>SPEAKERS CONVENOR</b> .....	18
<b>TOUR COORDINATOR</b> .....	20
<b>WEBSITE MANAGER</b> .....	22
<b>WELFARE OFFICER</b> .....	23

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Members fulfilling the roles of **President, Vice President, Secretary, Treasurer, Membership Officer** and **Immediate Past President** are all members of the club's Management Committee, as stipulated in the Standing Resolutions for Combined Probus Club of Westleigh Incorporated. All must be nominated in accordance with the Club Constitution and be duly elected at the Club's Annual General Meeting.

The remaining Elected Officers listed above are not regular members of the Management Committee, however they may be called upon on occasion (or may request to attend) to seek guidance or approval of events for which they have responsibility in their elected position.

The various pages of Roles and Responsibilities which follow serve a dual purpose:

1. They act as a defining document for the incumbent or holder, detailing Authorities, Responsibilities and Deadlines for the position holder, and
2. They also define the key aspects and purpose of the various roles within our Club, and can be referred to by any person who may be considering taking on such a role in the future.

As such, they can also be used as the foundation for handover of the role between incumbents.

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# Section 1

## MANAGEMENT COMMITTEE

### ROLES and RESPONSIBILITIES

#### Role of the Management Committee

*The role of the Management Committee is to manage the Club in accordance with the Club's Constitution, Standing Resolutions, and the law. It therefore has the power to make binding decisions on behalf of the Club which are not subject to review by the membership. However, Management Committees should report to their members on any decisions made, and should generally seek their members' views on any matters that might be considered to be contentious.*

*The membership may delegate certain authorities to the Management Committee by resolution; however, the Management Committee does not have the authority to make other decisions without the approval of members.*

*Each Committee Member should be familiar with the Club's Constitution and Standing Resolutions, and to ensure there is access is available to members. They should also be aware of Club policies and protocols and have access to insurance particulars. Each Committee member has a portfolio detailing their roles and responsibilities, and these are provided in greater detail in the following pages.*

*The key to a successful Club is effective leadership and regular activities. The Management Committee's overall responsibility is to provide opportunities for friendship, fellowship and fun through a range of activities which engages and benefits its membership.*

<b>PRESIDENT</b>	
<b>KEY ASPECTS</b>	<p><i>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.</i></p> <p><i>While the President and the Management Committee deal with administrative matters as part of their role, the focus should be on the engagement and retention of members and the growth of their Club.</i></p>
<b>AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Chair and voting member of the Club Management Committee</li> <li>• Signatory to the Club’s Bank accounts</li> <li>• A Standing Resolution authorises the Treasurer and one other delegated officer of the Management Committee, to use electronic funds transfer (EFT) for payment of Club accounts using the Club’s primary banking account.</li> <li>• Authorised to co-sign cheques or, if delegated and appointed by the Management Committee, co-authorise EFT payments in conjunction with the Treasurer.</li> <li>• Where payments are made using the Club’s imprest bank account, the President is authorised to use EFT and may operate as the alternate signatory to the account in the absence of the Treasurer.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Be familiar with the Club’s Constitution and Standing Resolutions, and have a copy available for reference at all meetings.</li> <li>• Understand how to chair a meeting and the protocol for motions, debate / discussion and voting.</li> <li>• Begin meetings on time and end meetings within the allotted time duration.</li> <li>• Provide leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus – friendship, fellowship and fun.</li> <li>• Induct and introduce all new members to the club, and ensure that every new member is presented with a Member Induction kit at the time of their induction. The Induction kit should contain: <ul style="list-style-type: none"> <li>○ Induction Certificate</li> <li>○ Club Constitutional documents</li> <li>○ Active Retirees Magazine</li> <li>○ Probus Travel Insurance information</li> <li>○ Club contact details and time/dates of regular club activities</li> </ul> </li> <li>• Ensure that Committee recommendations are brought to the membership for decision (if required) or subsequent acceptance and ratification.</li> </ul>
<b>KEY DEADLINES</b>	<p><u>Monthly:</u></p> <ul style="list-style-type: none"> <li>• Submit a monthly report for the Newsletter</li> <li>• Ensure that an agenda is prepared in advance of all meetings (Monthly Member meetings, Management Meetings, and Annual General Meeting)</li> </ul> <p><u>March:</u></p> <ul style="list-style-type: none"> <li>• Prepare and deliver a President’s Report for the Annual General Meeting.</li> </ul>
<b>INTERACTIONS and RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Take the opportunity to meet all members, guests and visiting Probus members.</li> <li>• Keep in mind the aims, objectives and origins of Probus, and remind members from time to time of these aims and objectives.</li> <li>• Encourage members to subscribe to articles etc. – e.g. Club Newsletter / PSPL Active Retirees Magazine.</li> </ul>

## VICE PRESIDENT and ACTIVITIES COORDINATOR

<b>KEY ASPECTS</b>	<p><i>The main role of the Vice President is to assist the President in providing leadership and direction to the Management Committee, ensuring that the Club embodies the true spirit of Probus – friendship, fellowship and fun.</i></p> <p><i>In Westleigh Combined Probus, the Vice President also fulfils the role of Activities Coordinator, overseeing the organisation by Activity Leaders of the various activities undertaken by members of the Club.</i></p>								
<b>AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Voting member of the Club Management Committee</li> <li>• Signatory to the Club’s Bank accounts</li> <li>• Authorised to co-sign cheques in conjunction with the Treasurer.</li> <li>• If delegated and appointed by the Management Committee, co-authorise electronic transfer funds (EFT) transactions for payment of Club accounts through the primary banking account.</li> </ul>								
<b>KEY RESPONSIBILITIES</b>	<p><u>Vice President:</u></p> <ul style="list-style-type: none"> <li>• Work closely with the President to become familiar with the role and responsibilities of the Presidency.</li> <li>• Be familiar with the Club’s Constitution and Standing Resolutions and have a copy available for reference at all meetings.</li> <li>• Understand how to chair a meeting and the protocol for motions, debate / discussions and voting.</li> </ul> <p><u>Activities Coordinator</u></p> <ul style="list-style-type: none"> <li>• Report to the Executive Committee on any new activity, and any matters which affect an activity, including any changes in Activity Leaders.</li> <li>• Be available to Activity Leaders to discuss any issues which may be perceived or which arise from their activity, and provide guidance as appropriate.</li> <li>• Understand the process for recording and reporting any injury incidents which occur during an activity.</li> </ul>								
<b>KEY DEADLINES</b>	<p><u>Monthly</u></p> <ul style="list-style-type: none"> <li>• Ascertain via email which Activity Leaders wish to speak at the next General Meeting.</li> <li>• At the General Meeting, call up the Activity leaders who are going to speak, and deliver any messages on behalf of Activity Leaders who prefer not to personally address the Meeting.</li> </ul> <p><u>March</u></p> <ul style="list-style-type: none"> <li>• Prepare and deliver an Activity report for the Annual General Meeting.</li> </ul>								
<b>INTERACTIONS and RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Takes over the running of the meetings in the President’s absence</li> <li>• Deal with any Presidential issues that may arise in the President’s absence</li> <li>• Provide assistance to any Committee member who has a heavy workload, as requested or required</li> <li>• Take over the duties of any Committee member in their absence, or arrange alternative assistance</li> <li>• Take the opportunity to meet members, guests and visiting Probus members.</li> </ul> <p><u>The following Elected Officer positions report to the Vice President:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">- Welfare Officer</td> <td style="width: 50%;">- Newsletter Editor</td> </tr> <tr> <td>- Events/Functions Officer</td> <td>- Photographer</td> </tr> <tr> <td>- Tours Co-coordinator</td> <td>- Website Manager</td> </tr> <tr> <td>- Roster/Hospitality Coordinator</td> <td>- Speakers Convenor</td> </tr> </table>	- Welfare Officer	- Newsletter Editor	- Events/Functions Officer	- Photographer	- Tours Co-coordinator	- Website Manager	- Roster/Hospitality Coordinator	- Speakers Convenor
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- Roster/Hospitality Coordinator	- Speakers Convenor								

## SECRETARY and PUBLIC OFFICER

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>KEY ASPECTS</b></p>	<p><i>The main role of the Secretary is to support the President to ensure the Management Committee functions smoothly. The Secretary is responsible for ensuring meetings are effectively organised and minuted. In addition, the Secretary is required to maintain up-to-date records and be the key point of contact for the Club.</i></p> <p><i>Under the Associations Incorporation Act 2009 (NSW), the Club must have appointed a Public Officer as the contact person for the relevant regulator of incorporated associations. Most incorporated Clubs require the Secretary, or another member of the Committee, to be designated as the Public Officer. It is common practice for the Secretary to fulfil the dual role of Secretary and Public Officer, and this is the practise in the Combined Probus Club of Westleigh.</i></p> <p><i>If required, the Management Committee may seek approval of the membership to appoint (not normally elect) an assistant Secretary. Subject to the Club's by-laws and/or standing resolutions, an assistant to the elected Secretary does not normally have voting rights. However, if the assistant is acting for the Secretary in his/her absence then the assistant may have one vote representing the elected Secretary.</i></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>AUTHORITIES</b></p>	<ul style="list-style-type: none"> <li>• Voting member of the Club Management Committee</li> <li>• Where applicable, the Secretary or the Treasurer may be authorised to be responsible for the security and safe custody of the Club's petty cash.</li> <li>• Signatory to the Club's Bank accounts, and authorised to co-sign cheques in conjunction with the Treasurer.</li> <li>• If delegated and appointed by the Management Committee, co-authorise electronic transfer funds (EFT) transactions for payment of Club accounts through the primary banking account.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>KEY RESPONSIBILITIES</b></p>	<p><b>Public Officer</b></p> <ul style="list-style-type: none"> <li>• Be familiar with the relevant legislation pertaining to the role of Public Officer of a Tier 2 Association and ensure the role is fulfilled in accordance with that legislation.</li> <li>• Work with the Treasurer to ensure NSW Fair Trading Form A12-T2 "Annual summary of financial affairs – Tier 2" Return is lodged with NSW Fair Trading within one month after the AGM.</li> </ul> <p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>• Be familiar with the Club's Constitution and Standing Resolutions and have a copy available for reference at all meetings.</li> <li>• Keep an up-to-date list of office bearers, Committee members and sub-Committee members including addresses, email and telephone numbers.</li> <li>• Respond to all correspondence in a timely manner.             <ul style="list-style-type: none"> <li>○ Correspondence should be presented to the Committee and files of all correspondence should be maintained.</li> <li>○ Mail suited to Activity Leaders and Tour Leaders should be passed onto the appropriate officer.</li> </ul> </li> <li>• Ensure that all official outgoing Probus correspondence bears the Probus logo, as required.</li> </ul> <p><u>Meetings</u></p> <ul style="list-style-type: none"> <li>• Record Minutes of Management Committee meetings and monthly General meetings and call for the formal adoption of the Minutes at the following meeting as a 'true and correct record'.</li> <li>• Prepare agendas for each Management Committee meeting, General meeting, Special General meeting and the Annual General meeting, and issue formal notices.</li> <li>• Record Minutes of the Annual General Meeting and circulate as directed.</li> <li>• Ensure Minutes are signed by the President or Presiding Officer at the meeting and recorded in the Register of Minutes.</li> </ul>

**SECRETARY** *(continued)*

<b>KEY DEADLINES</b>	<ul style="list-style-type: none"> <li>• Issue notice for the election of officers, nomination and proxy forms in accordance with the requirements of the Constitution</li> <li>• Present the Annual General Minutes at the following Annual General Meeting for formal adoption as a ‘true and correct record’ and ensure Minutes are signed by the President or Presiding Officer at the meeting</li> <li>• Work in conjunction with the Treasurer, following the Annual General meeting, to ensure that the Club’s accreditation requirements are met by completing and returning PSPL Annual Returns and payment by due date.</li> </ul>
<b>INTERACTIONS and RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Ensure Minutes are signed by the President or Presiding Officer at the meeting and recorded in the Register of Minutes</li> <li>• Ensure that the Minutes are circulated to all members.</li> <li>• Before vacating office at the end of their term, the Secretary should:             <ul style="list-style-type: none"> <li>○ brief their successor on the Secretary’s duties and any Management Committee matters still pending or decisions still to be implemented; and</li> <li>○ hand over all records.</li> </ul> </li> </ul>

## TREASURER

<b>KEY ASPECTS</b>	<p><i>The main role of the Treasurer is to ensure that clear and accurate financial records are maintained and that all funds are accounted for. The Club’s Constitution stipulates:</i></p> <p style="padding-left: 40px;">The Treasurer shall maintain and keep custody of all financial records and have custody of all funds of the Club accounting for same to the Club annually, shall submit monthly reports to members and perform such other duties as ordinarily pertain to the office.</p> <p><i>It is not essential to have accountancy qualifications, however it is desirable that the Treasurer be familiar with bookkeeping and banking procedures. The accuracy of the various financial reports prepared is the responsibility of the Treasurer, and it is the Treasurer who moves the motion to formally adopt the report for acceptance.</i></p> <p><i>The Management Committee may on occasion approve the appointment (not election) of an Assistant Treasurer, to provide support for the Treasurer. This appointment does not usually have voting rights within the Management Committee, however if the Assistant Treasurer were acting for the Treasurer in his or her absence then the Assistant would have the vote normally afforded the Treasurer.</i></p>
<b>AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Voting member of the Club Management Committee</li> <li>• A Standing Resolution authorises the Treasurer and one other delegated officer, appointed by the Management Committee, to use electronic funds transfer (EFT) and BPay for payment of Club accounts through the primary banking account.</li> <li>• Where payments are made using the Club’s imprest bank account, the Treasurer is authorised to use EFT and may operate as the primary signatory to the account.</li> <li>• Where applicable, the Treasurer or the Secretary may be authorised to be responsible for the security and safe custody of the Club’s petty cash.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<p><u>Banking</u></p> <ul style="list-style-type: none"> <li>• Ensure that the Club has a bank account(s) which incorporates both cheque and electronic transfer facilities.</li> <li>• Arrange the update of bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories for any reason).</li> <li>• Reconcile cash book balance with the Bank Statement monthly, and follow up on unrepresented cheques.</li> </ul> <p><u>Receipts and Payments</u></p> <ul style="list-style-type: none"> <li>• Collect all Club funds and issue receipts in accordance with Club protocol.</li> <li>• Pay all accounts             <ul style="list-style-type: none"> <li>○ by non-negotiable cheque or by EFT facility including;</li> <li>○ where petty cash facilities have been implemented, by using petty cash for small accounts with appropriate documentation.</li> </ul> </li> <li>• Submit accounts and requisite substantiating documentation for audit by the Club’s appointed auditor.</li> </ul> <p><u>Year-end processes</u></p> <ul style="list-style-type: none"> <li>• Close accounting books at the end of the Club’s financial year (currently January to December each year).</li> <li>• Prepare a Profit &amp; Loss account for the financial year, and present to the Club’s Annual General Meeting in conjunction with the Audit Report.</li> </ul>

**TREASURER** *(continued)*

<b>KEY RESPONSIBILITIES (continued)</b>	<p><u>Security</u></p> <p>Ensure that</p> <ul style="list-style-type: none"> <li>Processes are in place for the handling of all Club funds in order to minimise the risk of loss or theft;</li> <li>All payments are approved or ratified by the Management Committee;</li> <li>Club funds are banked within 2 (two) working days (to comply with insurance requirements).</li> </ul>
	<p><u>Reporting</u></p> <ul style="list-style-type: none"> <li>Prepare and submit a Financial Report for all Management Committee meetings, General Meetings, and Annual General Meetings.</li> <li>Prepare a budget each year giving proper consideration to the Club’s previous and anticipated future annual financial commitments and the existing financial position.</li> <li>Consider and recommend the amount of the Club’s annual membership subscription.</li> <li>Consider and recommend new member joining fees.</li> </ul>
	<p><u>Statutory aspects</u></p> <ul style="list-style-type: none"> <li>Work in conjunction with the Membership Officer to prepare for submission and arrange payment of PSPL Annual Capitation Fees .</li> <li>Be aware of government concessions and taxation requirements for a Probus Club, and ensure that these are complied with.</li> <li>Work in conjunction with the Secretary for the compilation and return of forms for NSW Fair Trading relative to incorporated associations.</li> </ul>
<b>KEY DEADLINES</b>	<p>January: ~ Close accounting books for the Financial Year end and prepare Profit and Loss Statement ~ Submit required documentation to Auditors</p>
	<p>February: ~ Prepare and submit recommendation for membership fees to Management Committee</p>
	<p>March: ~ Present audited Profit &amp; Loss Statement and Auditor’s Report to members at AGM ~ Advise membership fees for the current Probus year (1<sup>st</sup> April to 31<sup>st</sup> March) ~ Arrange updated bank signatories and authorities following the AGM</p>
	<p>April: ~ Prepare and submit NSW Fair Trading Form A12-T2 “Annual summary of financial affairs – Tier 2” Return within one month after the AGM. Payment to accompany submission. ~ Prepare Probus South Pacific “Annual Member Capitation Fee” in conjunction with the Membership Officer, and submit payment by 30<sup>th</sup> April.</p>
<b>INTERACTIONS and</b>	<ul style="list-style-type: none"> <li>Attend all Management Committee meetings and advise on financial matters</li> <li>Maintain close liaison with the Club’s Membership Officer (and Public Officer if the Club is incorporated) in keeping the Member Register up to date and also the financial status within the Club of its members</li> <li>Before vacating office at the end of his or her tenure, the Treasurer should             <ul style="list-style-type: none"> <li>brief his/her successor on the role of the Treasurer and apprise them of any outstanding matters, and</li> <li>hand over all records and Club assets held by or in the custody of the Treasurer.</li> </ul> </li> </ul>

## MEMBERSHIP OFFICER

<b>KEY ASPECTS</b>	<p><i>As the role title suggests, the Membership Officer is responsible for maintaining up-to-date membership records, management of membership applications, and assisting with membership retention and growth.</i></p> <p><i>The Membership Officer works with the President in the process of inducting of a new member, which should be carried out with dignity and in a modest ceremony befitting the occasion. The Membership Officer is responsible for assembling and coordinating the documentation contained in the Membership Induction kit and Probus name badge for the President to formally induct the new member.</i></p> <p><i>The Membership Officer also liaises closely with Probus South Pacific Limited ('PSPL') with regard to accurate and regular reporting of membership numbers, additions and deletions, to assist in the accuracy of the membership database held by PSPL.</i></p>
<b>AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Voting member of the Club Management Committee</li> <li>• Purchase of a name badge for each new member prior to their induction, and replacement badges for existing members as required.</li> <li>• Authority to liaise directly with Probus South Pacific Limited ('PSPL') on matters pertaining to membership issues and statistics</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Maintain the laptop provided by the Club to the Membership Officer to ensure:             <ul style="list-style-type: none"> <li>○ Required updates to the Microsoft Office software are monitored and installed</li> <li>○ Microsoft Office software licence is current and up to date</li> <li>○ Anti-virus software installed is up to date</li> <li>○ All data files are backed up to the selected external storage device (USB Drive) for safe keeping and recovery when needed.</li> </ul> </li> <li>• Ensure that the club approved Membership Application form be used and that all applications bear the signature of the proposer and seconder as well as that of the applicant</li> <li>• Applications should not be issued unless the club has a vacancy for membership or has set a protocol for a waiting list.</li> <li>• No monies are to be accepted prior to acceptance of membership.</li> <li>• Ensure that every new member is presented with a Member Induction kit at the time of their induction. The Induction kit should contain:             <ul style="list-style-type: none"> <li>○ Induction Certificate</li> <li>○ Club Constitutional documents (Constitution and Standing Resolutions)</li> <li>○ Active Retirees Magazine</li> <li>○ Probus Travel Insurance information</li> <li>○ Club contact details and time/dates of regular club activities</li> </ul> </li> <li>• After induction, and in conjunction with the Welfare Officer, ensure that the proposer, seconder or a nominated mentor takes the new member in hand for the next few meetings to ensure that he/she meets other members and is encouraged to join in club activities.</li> <li>• Maintain a record of members and visitors at each meeting and advise the Secretary of those present.</li> <li>• PSPL will provide clubs with a copy of their submitted annual list, which includes members Option 1 or Option 2 (as detailed in PSP Membership Database section) for updating and returned to PSPL.</li> </ul>

<b>MEMBERSHIP OFFICER (continued)</b>	
<b>DEADLINES</b>	<p><u>Monthly:</u>    ~    Prepare a Membership Status Report for presentation and discussion (as appropriate) at the Management Committee Meeting</p> <p>                     ~    Send the monthly General Meeting attendance figures to Secretary for inclusion in the meeting Minutes.</p> <p><u>March:</u>        ~    Prepare a Membership Report for the Annual General Meeting.</p>
<b>INTERACTIONS and RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Attend Management Committee meetings</li> <li>• Present all application forms to the Management Committee for consideration and approval or otherwise.</li> <li>• Liaise with PSPL on membership changes and fluctuations by submitting PSPL Membership Update forms as required.</li> <li>• Before vacating office at the end of your term, brief your successor and any committee matters still pending or decisions still to be implemented; hand over all records.</li> <li>• Ensure that a complete list of members’ names and addresses is maintained and ensure that an updated copy is in the hands of the officer responsible for sending the club newsletter.</li> </ul>

IMMEDIATE PAST PRESIDENT	
<b>KEY ASPECTS</b>	<p><i>The Immediate Past President (IPP) is recognised as Ex-Officio on the Management Committee in recognition or virtue of his/her past services as Club President.</i></p> <p><i>This is not an elected position, but it is an appointment to offer support and advice with the succession of the new President.</i></p>
<b>AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Voting member of the Management Committee.</li> <li>• Representative of the Club at regional Probus Cluster Group meetings.</li> <li>• Electoral Returning Officer at the Club’s Annual General Meeting.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Although a voting member of the Management Committee, the IPP does not have any greater power within the Management Committee than any other member of the Committee.</li> <li>• The IPP is eligible to hold any other position on the Management Committee, should they seek to be elected.                             <ul style="list-style-type: none"> <li>○ If elected to such a position in addition to the role of IPP, the IPP would only have one vote, as that Elected Officer.</li> </ul> </li> <li>• Responsible for representing Combined Probus Club of Westleigh at Probus “Cluster Meetings”.</li> <li>• Acts as the Electoral Returning Officer at the Annual General Meeting in the election process for Elected Officers</li> </ul>
<b>DEADLINES</b>	<p><u>March:</u></p> <ul style="list-style-type: none"> <li>• Perform the role of Electoral Returning Officer at the AGM.</li> </ul>
<b>INTERACTIONS / RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Prepare a feedback report for the Management Committee of matters discussed at Cluster meetings, highlighting any requirements for the Club</li> </ul>

# Section 2

## ELECTED OFFICERS

### ROLES and RESPONSIBILITIES

## FUNCTIONS AND EVENTS COORDINATOR

<b>KEY ASPECTS</b>	<p><i>The Functions and Events Coordinator is responsible for organizing any major Club function or event as requested or directed by the Management Committee.</i></p> <p><i>Although capable of being handled by a single individual, it may from time to time be handled by a couple or a small group, with a view to spreading the workload and responsibilities.</i></p>
<b>KEY RESPONSIBILITIES</b>	<p>In proposing, researching and implementing a function, the Functions and Events Coordinator/s should:</p> <ul style="list-style-type: none"> <li>• Seek approval or direction from the Management Committee with regard top the particular event being proposed or considered.</li> <li>• Research and organise the venue for the proposed function.</li> <li>• Provide a full outline of the function, including estimated costs overall and per capita, to the Management Committee for approval to proceed, before making any firm bookings</li> <li>• In consultation with the Management Committee decide on the payment per person for the function.</li> <li>• Ensure the Club’s members are informed of the event in plenty of time, so that they can diarise the date and time of the event, and organise payment for their attendance. Information can be conveyed: <ul style="list-style-type: none"> <li>○ By announcements at monthly General meetings</li> <li>○ Through the Club Newsletter</li> </ul> </li> <li>• In conjunction with the Treasurer, arrange for payment by members into the Club’s bank account.</li> <li>• Where money is received by cash for the event, ensure the paying member is issued with a receipt and give the money to the Treasurer for banking.</li> <li>• Organise any catering for the proposed function.</li> <li>• Organise any required entertainment.</li> <li>• Ensure the venue is clean when leaving.</li> <li>• Where utilised, ensure any audio equipment (eg amplifier, microphone and cables) is properly stored.</li> </ul>
<b>INTERACTIONS / RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• The Functions and Events Coordinator/s should interact with <ul style="list-style-type: none"> <li>○ the Management Committee during the period of establishment of the event proposed;</li> <li>○ external suppliers (of venue, catering, entertainment and the like) as appropriate for the scope of the event</li> <li>○ members of the Club in the promotion and attendance of the events organised</li> </ul> </li> </ul>

## HISTORIAN

<p><b>ROLE PURPOSE</b></p>	<p><i>The role of the Club Historian is to record and archive all information relating to the club’s foundation, club organized events, club news, office holders and members details, on an ongoing basis.</i></p> <p><i>The requirement for retention of records varies depending upon the relevant legislation. It is recommended by Probus South Pacific Limited (‘PSPL’) that Clubs maintain minutes and financial records for a minimum of 7 years. For insurance purposes, membership information and attendance lists for all approved events should be retained for at least 13 months.</i></p> <p><i>Records (including minutes of all meetings) may be stored in either printed or electronic form. However, if stored electronically they must be capable of being reproduced in written form.</i></p> <p><i>If a Club stores records electronically there should be some safeguards in place to protect the information such as automatic back-ups or storage on a separate hard drive. As an added precaution, a copy of all electronically stored records could be provided to one or more members</i></p> <p><i>The information should not relate to scheduled individual activities.</i></p>
<p><b>KEY RESPONSIBILITIES</b></p>	<p>In particular, the Historian is required to:</p> <ul style="list-style-type: none"> <li>• Archive all Club Newsletters</li> <li>• Maintain the file, “Historical list of Office Holders and Activity Leaders” as at the AGM each year</li> <li>• Collect historical “Register of members” files as at the AGM each year</li> <li>• Archive copies of the Club Constitution, Standing Resolutions and Responsibilities of Elected Members</li> <li>• Archive all published articles in newspapers, magazines and PSPL publications relating to club matters</li> <li>• Archive photos of special club events which involve all members, including Presidential and new member Induction ceremonies, Christmas lunches</li> <li>• Hold copies of all Club Official documents, stationery and forms</li> <li>• Archive details of club organized tours and trips</li> </ul>
<p><b>HISTORIAN ARCHIVED DOCUMENTS</b></p>	<p>The above records are to be stored, in digital form, on the club’s external hard drive according to the following major file structure:</p> <ul style="list-style-type: none"> <li>• Foundation of the club</li> <li>• Accreditation</li> <li>• Incorporation of the club</li> <li>• Club Constitution and By-Laws (Original un-incorporated)</li> <li>• Club Constitution and Standing Resolutions (Original Incorporated)</li> <li>• Government grant</li> <li>• List of Office Holders and Activity Leaders</li> <li>• Register of members</li> <li>• Responsibilities of Elected Members</li> <li>• Club Newsletters</li> <li>• Club publicity</li> <li>• Club stationery and forms</li> <li>• Photos and Video archive</li> <li>• Tours and Trips</li> </ul>

**HISTORIAN** *(continued)*

OTHER RETAINED / ARCHIVED DOCUMENTS

The following records are held by other Club officials and will not be maintained by the Historian:

Held by Secretary:

- Minutes of General Meetings (monthly)
- Minutes of Annual General Meetings
- Minutes of Management Committee meetings
- List of elected officers

Held by Treasurer:

- Treasurer’s report (monthly) held by Treasurer
- Treasurer’s report (annual) held by Treasurer
- Asset register held by Treasurer

Held by Membership Officer:

- List of members held by Membership Officer
- General meeting attendance records held by Membership Officer

Other retained documents (to be retained for not less than 13 months, for insurance purposes):

- Activity group attendance records held by Activity Leaders
- Function/Tour attendance records - held by appropriate function/tour coordinator

## NEWSLETTER OFFICER

<b>KEY ASPECTS</b>	<p><i>Clubs are encouraged by Probus South Pacific Limited ('PSPL') to publish their own newsletter to keep members informed and up to date with what is happening within their Club. A monthly Club newsletter is the broader communication tool utilised by Combined Probus Club of Westleigh.</i></p> <p><i>Monthly newsletters vary widely among Probus Clubs, from a single and concise A4 sheet to a multi-page community newsletter format. The size, format and choice of material are primarily the responsibility of the Editor, guided by the Management Committee as considered appropriate. Westleigh Probus has a multi-page document format, with a minimum specified content.</i></p> <p><i>The newsletter is distributed by email to all members of the Combined Probus Club of Westleigh. It is important that all members receive a copy of the newsletter to keep them informed on all club activities and matters.</i></p>
<b>AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Personal information may be printed, but only where it is reasonably necessary for, or directly related to, the functions and activities of the Club.</li> <li>• Editor should ensure Privacy requirements are met at all times.</li> <li>• Editor has the authority to remove any inappropriate matter from an edition of the Newsletter prior to publishing or distributing to members.</li> <li>• The Newsletter is distributed by email to all members of the Club. The only computers to be used for this emailing are those of the Secretary or Membership Officer.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Monthly newsletters vary widely between Probus Clubs; their size, format and choice of material are the responsibility of the Newsletter Editor.</li> <li>• Each monthly issue should contain, at a minimum, include the following items:             <ul style="list-style-type: none"> <li>• The ensuing month's guest speaker and subject.</li> <li>• Program for the next two or three meetings</li> <li>• Future tours including the name and contact number of the coordinator.</li> <li>• News of club interest groups and co-coordinators contact numbers</li> <li>• Special news of members; birthdays etc.</li> <li>• Information from the Management Committee and Probus South Pacific Limited ('PSPL')</li> <li>• Include the following privacy statement in each newsletter. <i>"We understand how important it is to protect your personal information. We only print personal information where it is reasonably necessary for, or directly related to, our functions and activities."</i></li> </ul> </li> </ul>
<b>DEADLINES</b>	<p><u>Monthly:</u></p> <ul style="list-style-type: none"> <li>• Send out reminder letters to Activity Leaders for reports for publication in the Newsletter, by 25<sup>th</sup> of the month, to allow time for compilation.</li> <li>• Send completed Newsletter to Secretary by no later than the first day of the relevant month</li> </ul>
<b>INTERACTIONS / RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Reports to the Vice President operationally.</li> <li>• Consults with the President if unsure as the suitability of any article</li> <li>• Liaise with Activity Leaders for receipt of monthly Activity Reports; remind Activity Leaders that font size of these reports is to be Tahoma 11 to simplify formatting and uniformity of presentations.</li> <li>• Liaise with Secretary to ensure the Newsletter can be appropriately distributed by deadline dates.</li> <li>• Liaise with Membership Officer for distribution if the Secretary is not in a position to distribute as required.</li> </ul>

<h1>PHOTOGRAPHER</h1>	
<b>KEY ASPECTS</b>	<p><i>The Club Photographer is the pictorial ‘historian’ by means of the photographs taken at Club events and activities.</i></p> <p><i>It is not a mandatory requirement that the Club Photographer attend every activity, tour, or event held by the Club, as this would be an onerous responsibility; however, with a volunteer acting as the assistant photographer in a surrogate manner it becomes more possible to achieve a wider scope of pictorial data which is able to be saved to the Club’s website for ready access by members.</i></p>
<b>AUTHORITIES and PRIVACY</b>	<p>It is each Club’s responsibility to comply with any applicable privacy legislation and to keep updated with any new compliance requirements. As a matter of best practice, it is recommended that Clubs follow the Australian Privacy Principles under the Privacy Act when collecting, holding, using or disclosing personal information.</p> <p>Consent to appearing on a photograph or in a video taken at an approved Club event will usually be implied as it is reasonable to expect that participants would be aware that photos and videos taken at such events are the property of the Club. The Club’s Membership Application form contains the following script prior to signature:</p> <p><i>I understand that</i></p> <ul style="list-style-type: none"> <li>○ <i>the Club Secretary may provide photographs of its members for use in PSPL’s publications, website and/or social media; and</i></li> <li>○ <i>the Club may publish photographs of its members on its Club website, in its newsletter and/or on social media to promote the Club and its events;</i></li> </ul> <p><i>and by signing this application form, I consent to the publication of such photographs unless I have advised the Club Secretary in writing that I do not consent to such publication.</i></p>
<b>KEY RESPONSIBILITIES</b>	<p><u>Meetings:</u></p> <ul style="list-style-type: none"> <li>● Take photos which are representative of events occurring at monthly General meetings and the Annual General meeting:</li> <li>● Speakers</li> <li>● New member inductions</li> <li>● AGM handovers</li> </ul> <p><u>Tours / outings / activities / events:</u></p> <ul style="list-style-type: none"> <li>● Create and maintain photographic records where present and considered appropriate (bearing in mind there is no obligation to attend every event)</li> <li>● Seek assistance from other members to provide photographs as appropriate if unable to attend (this can be as a surrogate or solicited from other members who intend to be present)</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>● Maintain a chronological archive of photographs</li> <li>● Put together photographic presentations as requested</li> </ul>
<b>INTERACTIONS / RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>● Interacts with all members of the Club at various times and locations at approved Club events or activities, in carrying out their role.</li> <li>● Reports to the Vice President operationally.</li> <li>● Reports to the Management Committee as required or requested.</li> </ul>

## ROSTER / HOSPITALITY OFFICER

<b>KEY ASPECTS</b>	<p><i>With a membership capacity of up to 170 members, Combined Probus Club of Westleigh is considered reasonably large by Probus standards, and catering for morning teas at monthly General meetings requires a structured approach with regard to accessibility to refreshments and also establishing a roster of people who can assist in providing the hospitality.</i></p> <p><i>The Club's Standing Resolution D.3. states</i></p> <p style="padding-left: 40px;"><i>"All members, with the exception of Committee Member and Officers added by the Committee, Elected and Appointed Officers and Activity Leaders, will be rostered for various duties at General Meetings. The roster will be published in the newsletter."</i></p>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Arrange monthly roster for tea/coffee; front door and activity tables.             <ul style="list-style-type: none"> <li>○ The roster is to be drawn from the list of members supplied by the Membership Officer and exclude those elected to the Management Committee, and Activities Leaders.</li> </ul> </li> <li>• Members are to be advised of their forthcoming allocated responsibilities by a notice published in the Newsletter.</li> <li>• Ensure all items necessary are available for the morning tea/coffee.</li> <li>• After the meeting, tidy up, dispose of garbage and store equipment.</li> </ul>
<b>DEADLINES</b>	<ul style="list-style-type: none"> <li>• Provide allocated responsibilities for the ensuing monthly General meeting to the Newsletter Editor by no later than the 25<sup>th</sup> of the preceding month</li> </ul>
<b>INTERACTIONS / RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Reports to the Vice President operationally, and brings attention to external catering discrepancies to the Management Committee</li> <li>• Reports to the Management Committee as required or as requested.</li> <li>• Liaise with the Bowling Club catering officer as considered necessary.</li> </ul>

## SPEAKERS CONVENOR

<b>KEY ASPECTS</b>	<p><i>The Speaker Convenor has the important and challenging role of arranging guest speakers for the monthly General Meetings of the Club.</i></p> <p><i>To hold the interest of club members, guest speaker programs should be well-balanced and diverse, with informative and thought-provoking subjects, presented by accomplished speakers. Club members should also be encouraged to provide the names of potential speakers.</i></p> <p><i>The Speaker Convenor role may be held by a single member, or jointly shared with a co-convenor, which allows a greater diversity of ideas and contacts for future guest speaker presentations.</i></p>
<b>AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Presentations to guest speakers may be provided in the form of a cheque (obtained from the Treasurer) or a bottle of wine (to be purchased by the Speaker Convenor and reimbursed by the Treasurer).</li> <li>• If the speaker would prefer monetary reimbursement towards their travel expenses rather than a bottle of wine, confirm the anticipated amount provided it is no more than \$30.00. The purpose of paying the guest speaker in cash (cheque) is for the reimbursement of expenses incurred in attending the meeting (such as tolls, petrol, etc).</li> <li>• The amount to be expended for a bottle of wine is to be up to, but no more than, the sum of \$30.00 (including presentation bag).</li> <li>• If a donation to a specified charity is requested by the guest speaker, the Speaker Convenor may commit to a maximum donation of \$50.00             <ul style="list-style-type: none"> <li>○ Any greater amount requested is required to have written approval of the President, after receipt of a submission by the Speaker Convenor.</li> </ul> </li> </ul>
<b>KEY RESPONSIBILITIES</b>	<p><u>Planning and organising</u> The Speakers Convenor/s should:</p> <ul style="list-style-type: none"> <li>• aim to arrange a varied program six months in advance;</li> <li>• approach and seek the view and approval of the Management Committee if a guest speaker’s program is considered to be controversial or potentially offensive to members;</li> <li>• Contact             <ul style="list-style-type: none"> <li>○ Probus South Pacific or the Probus Regional Cluster Group for a speakers listing if considered necessary;</li> <li>○ Personal acquaintances in other clubs who may be able to assist with interesting speakers they have previously heard at their own meetings.</li> </ul> </li> <li>• Maintain an ongoing listing of past speakers and subjects, so that ongoing continuity of subjects can be maintained without unintentional duplication</li> </ul> <p><u>Coordinating</u></p> <ul style="list-style-type: none"> <li>• Approach the speaker at least three months before the meeting at which they are invited to speak. If considered necessary, explain the objectives of Probus.</li> <li>• Offer the proposed speaker their choice of a bottle of red or white wine as a thankyou gift.</li> <li>• Confirm acceptance or other expectation from the speaker prior to confirming the booking.</li> <li>• Ask the guest speaker for the title of the talk and biographical note (for the information of the newsletter editor and the member chosen to introduce the speaker).</li> <li>• Follow-up confirmation with a reminder telephone call or email clarifying the arrangements, setting out details of location, time (suggest arrival in time to have tea/coffee with members), length of address (up to 45 minutes plus question time), transport and parking arrangements and provide a contact telephone number.</li> </ul>

## SPEAKERS CONVENOR *(continued)*

<b>KEY RESPONSIBILITIES</b> <i>(continued)</i>	<ul style="list-style-type: none"> <li>• Further follow up with a reminder telephone call or email about 5 days before the date of meeting, checking on any special arrangements, specific equipment required and confirm any transport and parking arrangements at the venue.</li> <li>• Greet the speaker on arrival; offer refreshments, introduce them to the President and any other Committee member nearby, and if not presenting the speaker to the meeting introduce to the club member who will be prefacing the speaker’s presentation.</li> </ul> <p><u>Rewarding and Thanking</u></p> <ul style="list-style-type: none"> <li>• Arrange for a member, preferably a member who is considered to have some understanding of, or interest in the subject, to thank the speaker and present a gift (as detailed in ‘Authorities’) in appreciation of their presentation.</li> </ul>
<b>DEADLINES</b>	<p><b><u>Monthly</u></b></p> <ul style="list-style-type: none"> <li>• Announce details of the names of the next two speakers and their presentation subjects at each general meeting.</li> <li>• Provide the Newsletter Editor with a précis of speakers for the next two months in sufficient time to allow incorporation in the monthly newsletter to members.</li> </ul>
<b>INTERACTIONS / RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Reports to the Vice President operationally</li> <li>• In addition to an ongoing list of guest speakers, it is also advisable to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in the club who, if asked, will have a program prepared. Such ‘internal’ talks help to promote friendship within the club.</li> <li>• Before vacating office at the end of his or her tenure, the Speaker Convenor should             <ul style="list-style-type: none"> <li>○ brief his/her successor on the role of the Speaker Convenor and apprise them of any outstanding matters, and</li> <li>○ hand over all records and Club assets held by or in the custody of the Speaker Convenor.</li> </ul> </li> </ul>

## TOUR COORDINATOR

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>KEY ASPECTS</b></p>	<p><i>The role of the Outings, Activities and/or Tour Officers is demanding, exciting and rewarding. It requires planning and organisational skills, patience and imagination. The Tour Co-ordinator can organise tours or can conduct oversight and delegate tours to be organised by another member of the club (to be known as Tour Organiser) who may have suggested the tour and is willing to lead it.</i></p> <p><i>The Committee should consider, and recommend for approval, every outing and activity once they are satisfied that the event will meet all Club management guidelines and is financially viable. For Insurance purposes, all Club activities must be recorded in Club minutes as “an approved activity of the Club”.</i></p> <p><i>For insurance purposes (restricted to Personal Accident Insurance, Public Liability Insurance and Association Liability Insurance) all tours must be approved by the Management Committee. Travel Insurance is the individual responsibility of the Probus member going on the tour.</i></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>KEY RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>• In the case of any tours being organised by Tour Organiser/s, the Tour Coordinator is to request the Tour Organiser to complete the Tour Proposal Form setting out the relevant details that need to be submitted for approval by the Management Committee.             <ul style="list-style-type: none"> <li>○ Ensure that tour dates do not to clash with the Annual General Meeting or any other irregular activity which is organised for all members of Westleigh Probus Club (e.g., Christmas Dinner/Lunch).</li> </ul> </li> <li>• Ensure that all tours proposed for the Club have the written approval of the Management Committee.</li> <li>• Attend Management Committee meetings as requested to report on any current tour being organised and any tour suggested and organised by a Tour Organiser of Westleigh Probus.             <ul style="list-style-type: none"> <li>○ An invitation should be extended to the Tour Organiser to attend the committee meeting to discuss aspects of the tour, if required.</li> </ul> </li> <li>• The Tour Coordinator will advise the Tour Organiser that the suggested tour has been approved by the committee in writing and should forward to the Tour Organiser a copy of the General Information for Tour Organisers setting out their responsibilities in organising such an event.</li> <li>• Tour providers set out contractually their Terms and Conditions.             <ul style="list-style-type: none"> <li>○ The requirement of deposits and cancellations needs to be clear with each tour as most Tour Companies have different terms and conditions.</li> <li>○ The role of Tour Co-ordinator (or Tour Organiser, when delegated) is to make refund conditions known to all members participating in the tour. As detailed by Standing Resolution D5: <i>“Refunds of payments for any reason will not be made once the Club has been committed to the payment. It will be the responsibility of the Club member to find another member to replace them or forfeit the payment”.</i></li> </ul> </li> <li>• The Tour Co-ordinator (or Tour Organiser, when delegated) shall be responsible for:             <ul style="list-style-type: none"> <li>○ ensuring that participants pay their deposits and their final payments in a timely manner, and</li> <li>○ keeping accurate records of payments made by each attending participant, in close consultation with the Club’s Treasurer.</li> <li>○ ensuring all funds collected from members (or refunds received from the Tour Provider) are banked in the Combined Probus Club of Westleigh bank account.</li> <li>○ forwarding all requests for payments from the Tour Provider to the Club’s Treasurer, who shall make payment on receipt of approved Travel Company invoices.</li> </ul> </li> </ul>

## TOUR CO-ORDINATOR *(continued)*

### INTERACTIONS and RELATIONSHIPS

- Attend Management Committee meetings as requested, for presentation and approval of any proposed tour.
  - Provide written updates on tours when requested, for consideration and recording at Management Committee meetings
- Tour Co-ordinator or Tour Organiser, when announcing to members planned and approved tours, are to ensure details are given to participating members of:
  - Costs, due date of deposits and due date of final payments;
  - Date, time and place of departure, as appropriate;
  - Any penalties applicable if members have to cancel their participation in the trip that they had agreed to go on.
- Advise participating members that it's the responsibility of the individual member to take out suitable Travel Insurance.
- Suggest to members to take enough medical Prescriptions etc required for the length of the tour.
- Ensure that the chosen tour company is professional and has the right insurances and equipment to undertake such a tour
- Make sure that all Probus members are informed of the physical and mental requirements necessary to undertake the chosen Tour.
- Maintain a list of past tours and their broad details (including dates) to avoid repetition and also act as a help to other club members who may seek suggestions.

## WEBSITE MANAGER

<p><b>KEY ASPECTS</b></p>	<p><i>Clubs are encouraged by Probus South Pacific Limited ('PSPL') to have their own website, as a website assists in showcasing Probus to prospective members. A website provides information about a Club and its activities and can also be used to communicate with existing members by including upcoming meetings, events and newsletters.</i></p> <p><i>PSPL offers to provide Clubs with a complimentary 'microsite' website that sits within the Probus website, or alternatively Clubs can have an independently hosted website. The Combined Probus Club of Westleigh has taken the latter option, and operates its own internet website for the benefit of members. Our website address is <a href="http://www.westleighprobus.org">www.westleighprobus.org</a> and it is hosted by wix.com.</i></p>
<p><b>KEY RESPONSIBILITIES</b></p>	<p>Key responsibilities for the Website Manager are to:</p> <ul style="list-style-type: none"> <li>• Oversee operations on a day-to-day basis</li> <li>• Deal with questions / issues raised by Members</li> <li>• Monitor system performance</li> <li>• Maintain website content and structure</li> <li>• Maintain content currency of:             <ul style="list-style-type: none"> <li>○ recent events, ensuring they are documented and available for viewing</li> <li>○ events older than 12 months, making them no longer viewable but ensuring they are appropriately archived</li> <li>○ activity details (calendar, activity sheets etc), ensuring they are kept current and up to date at all times.</li> </ul> </li> <li>• Ensure required aspects of security are maintained             <ul style="list-style-type: none"> <li>○ no general public access to members' personal details</li> <li>○ Members Only section password protected</li> </ul> </li> <li>• Ensure Backup processes and System Integrity are maintained through liaison with the Website manager (wix.com) to perform regular backups</li> </ul>
<p><b>INTERACTIONS / RELATIONSHIPS</b></p>	<ul style="list-style-type: none"> <li>• Reports to the Vice President operationally</li> <li>• Interacts with             <ul style="list-style-type: none"> <li>○ the Management Committee for direction, as required;</li> <li>○ Club members with regard to questions or issues</li> <li>○ PSPL with regard to linkages to their website</li> </ul> </li> <li>• Liaises with the website manager (wix.com) to:             <ul style="list-style-type: none"> <li>○ ensure the system is backed up regularly and is always available; and</li> <li>○ manage their fees</li> </ul> </li> </ul>

## WELFARE OFFICER

<b>KEY ASPECTS</b>	<p><i>The Welfare Officer is an elected officer who keeps in touch with</i></p> <ul style="list-style-type: none"> <li>• <i>sick or bereaved members, or</i></li> <li>• <i>those feeling isolated or lonely, or</i></li> <li>• <i>who may be in need of moral support or physical help.</i></li> </ul>
<b>AUTHORITIES</b>	<ul style="list-style-type: none"> <li>• Authorised to purchase floral tributes to send to the partner or family of members recently deceased, on behalf of the Club and its members</li> <li>• Such costs incurred are to be reimbursed by the Treasurer</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Send cards with appropriate messages to sick or bereaved members.</li> <li>• Advise Committee if support is needed, either by members visits or transport to meetings.</li> <li>• Offer suggestions to Committee with regard to recommended process</li> <li>• After induction of a new member, ensure that the proposer and/or seconder takes the new member in hand for the next few meetings to ensure that he/she meets and gets to know other members, and is encouraged to join in club activities, to assist them become fully assimilated.</li> </ul>
<b>INTERACTIONS / RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Reports to the Vice President operationally</li> <li>• Reports to Management Committee as required or requested.</li> <li>• Reports to members at General meetings giving details of activities while also respecting individual member privacy</li> </ul>