

# **PROBUS CLUB OF MONT ALBERT INC.**

## **POLICY & PROCEDURES MANUAL**

**Adopted by the Club on 18<sup>th</sup> November 2016**

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## **Probus Club of Mont Albert**

### **Standing Resolutions**

1. The Club shall be managed by a set of Standing Resolutions approved and adopted by the members. (18/11/2016)
2. The Club shall meet on the second Friday of the month, except for December. (18/11/2016)
3. The Club shall meet at another time, or another day, or at another venue by decision of the members. (18/11/2016)
4. The Maximum Membership of the club shall be 120. (18/11/2016)
5. The Waiting List is limited to a maximum of ten persons. (18/11/2016)
6. The Maximum Membership shall increase temporarily when a vacancy becomes available and the next two approved applicants are a couple. (18/11/2016)
7. Persons whose names are on the Waiting List and casual visitors may attend a maximum of three meetings in any one year. (18/11/2016)
8. Persons whose names are on the Waiting List, and non-members (usually spouses of members) may attend all Club functions providing full members are given first priority to attend. (18/11/2016)
9. The Probus Club of Mont Albert Inc. will retain all existing life memberships but will not appoint any further members as Life Members. (14/9/2012)
10. Annual subscriptions and Joining Fees are to be reviewed by the Committee at the January Committee Meeting and presented for approval at the February Club Meeting. (18/11/2016)
11. A Leave of Absence Form or Letter to the Committee is required for Leave of absence of two months or more. (18/11/2016)
12. The Club shall be managed by a Management Committee (herein after called “the Committee”) comprising of a President, Vice-President; Secretary, Treasurer; Immediate Past President, and up to eight Committee Members to be responsible for – Welfare; Guest Speakers; Trips & Tours; Membership/ Attendance; Club Bulletin; Activity Groups; Morning Teas, and such other activities as may be determined from time to time. (18/11/2016)
13. The Club shall establish an Appointments Committee at the July general meeting of the Club. The Appointments Committee shall comprise the President Elect (Vice President) as chairperson, the Membership Convenor, one nominated member of the Management Committee, and one member appointed from general members of the Club.

The Appointments Committee’s role is to identify members to be nominated at the February general meeting for appointment to the roles of Vice President and executive members in the following Club year.

Notwithstanding the receipt of nominations from the Appointments Committee nothing shall prevent nominations from the floor for positions under consideration by the Club, in which case an election of office bearers shall be held

(08/02/2019)

14. The Offices of President and Vice President (President Elect) should be held, where possible, by female and male members alternately, all other positions being non-gender specific.

(18/11/2016)

15. The Management Committee is authorized to appoint an Assistant Secretary and Assistant Treasurer. Such assistants are not sitting members of the Committee and are not entitled to vote. However, if the assistant is acting for the officer in his/her absence, then the assistants would have one vote representing the officer.

(18/11/2016)

16. Committee members elected at the Annual General Meeting shall be authorized to administer the affairs of the Club prior to 1<sup>st</sup> April and shall report on such matters to members at the April general meeting of the Club for ratification.

(18/11/2016)

17. The Committee is authorized to manage and oversee the Club's Risk Management Policy.

(18/11/2016)

18. In the absence of the Treasurer, a delegated officer of the Club shall deposit all funds to the credit of the Club's account in the bank or other financial institution approved by the Committee within two working days.

(18/11/2016)

19. Refunds of monies paid for activities, trips, tours and other functions will be made in extenuating circumstances and at the discretion of the Committee, no refund shall be made to the detriment to the finances of the Club.

(18/11/2016)

20. The Management Committee may appoint an auditor to provide an annual oversight of the Club's financial affairs.

(10/3/2017)

21. Members designated as "Non-Active (see Constitution Sn. 3.c.iii), shall be recognized as Associate Members.

(10/3/2017)

# **PROBUS CLUB OF MONT ALBERT INC.**

## **Membership Guidelines**

Set out below is a summary of the Guidelines for Membership for the Probus Club of Mont Albert Inc.

### **Categories of Members**

#### **Full Members**

A full member is expected to attend at least fifty percent of official club meetings.

If a member is unable to attend a meeting, they are expected to provide an apology by phone, email or advance notice.

If the member does not apologise on three successive occasions, this may if the conditions persist, result in termination of the membership.

#### **Inactive Members**

An inactive member may attend official club meetings 4 times in any Probus year

They may attend 4 functions in any Probus year.

They are exempt from membership fees.

They may continue to receive the club's newsletter for a small cost.

#### **Affiliates**

An affiliate is a non member, i.e. a member's partner or spouse may attend 3 official club meetings in any Probus year.

They may attend a maximum of 4 functions in any Probus year subject to the proviso, that their attendance does not preclude the attendance of a full member.

### **Application for Membership**

When proposing a person or persons for membership it is the duty of the proposer to:

- Explain the purpose of Probus, in that it provides the opportunity for members to meet in circumstances that provide intellectual stimulus and companionship;
- Explain the obligations and expectations of membership, including attendance at meetings, participation in activities, and willingness to help in the running of the Club.
- When a prospective new member is made known through external recruiting (eg via the Club's website), rather than through a club member, that shall be brought before the Management Committee. A club member (who may be a Committee member) will then be asked to take on the role of proposer, and with the Membership Convenor and the President, Vice President or Secretary shall meet with the person. If the person then wishes to apply for membership, the proposer becomes the person's sponsor and completes the application process.

#### **Prospective Members**

Once a prospective member has been accepted onto the waiting list for admittance to the Club, they will be advised in writing and acquainted with the following conditions:

- They may attend up to 3 club meetings in any Probus year (April – March), but cannot partake in any official business of the club;
- They may attend a maximum of 4 functions in any Probus year.



**PROBUS CLUB of MONT ALBERT Inc.**

ABN 93 995 594 139

P.O. BOX 319, MONT ALBERT 3127

**Probus Club of Mont Albert Inc Membership Guidelines  
Advice for Proposers**

When proposing a new member, it is the duty of the proposer to:

1. Explain the purpose of Probus, in that it provides the opportunity for members to meet in circumstances that provide intellectual stimulus and companionship.
2. Explain the obligations and expectations of membership, including attendance at meetings, participation in activities and willingness to assist in the running of the Club. Details are in the attached Membership Guidelines.
3. Ensure that applicants reside in **Mont Albert/Mont Albert North** or establish a past or present connection with the area.
5. Please ensure that the **Application Form** is completed in full and signed by you and another member of the Club as the seconder (not your spouse or partner).
6. The prospective member should read and retain the attached Membership Guidelines.
7. Forward the **Application Form** to the Club Secretary.
8. Please contact the Secretary, if at any time you have any queries or concerns.

**President  
Probus Club of Mont Albert**

**PROBUS CLUB OF MONT ALBERT Inc**  
**MEMBERSHIP APPLICATION**



I hereby apply for membership of the Probus Club of Mont Albert Inc.

Title.....Surname.....

First Name.....Preferred Name.....

Address.....

If not a Mont Albert/North resident, please state your connection with the area .....

.....

.....

Telephone..... Mobile..... Email.....

Former Vocation.....

Hobbies, Sporting & Other Interests .....

Date of Birth ..... /..... /.....

Spouse/Partner's Name .....

In case of emergency, please contact: (Other than your Spouse/Partner)

(1) Name ..... Relationship to you ..... Phone.....

(2) Name ..... Relationship to you ..... Phone.....

I agree to accept the Concept of Probus and to take an active role in both attendance and participation of this club. I understand that the information provided in this application forms part of the requirements of membership. I acknowledge that at some time during my membership, I will likely be called upon to take an active role on the Committee of Management, and/or become the convenor of an activity.

**Privacy Statement:** Information given above is kept private and confidential and may only be used within the confines of Probus and shall not be used for any other purpose.

I consent to my name, address, telephone number, and email address being included in a 'Directory of Members' to be distributed only to the members of the Probus Club of Mont Albert Inc. and not distributed or sold to outside agencies. I accept that the information may be used by Probus for Probus use only.

Signature..... Date ..... /..... /.....

Proposed By..... Signature..... Phone.....

Seconded By..... Signature..... Phone.....

**CLUB USE ONLY**

Date Received.....

# **Probus Club of Mont Albert Inc.**

## **Induction of a New Member**

The induction takes place before club members at the first mutually agreed date after the approval of a member's application to fill a vacancy in the membership of the Club.

The President will invite the new member and her/his sponsors to come to the rostrum.

The President then says :

"Welcome xxxxxxxxx, it is now my privilege to induct you as a member of the Probus Club of Mont Albert.

Probus Clubs throughout Australia, New Zealand and the Pacific Islands, are providing avenues for active senior members of the community to meet in circumstances which provide companionship, intellectual stimulus, cultural interests and regular opportunities to progress healthy minds and active bodies, through social interaction and activities; the development of acquaintance; expand interests and to enjoy the fellowship of new friends.

Friendship, fellowship and fun are the foundation on which Probus is built and therefore, I invite you to participate in the activities of our club, which you will find many and varied.

I now have pleasure in inducting you into the Probus Club of Mont Albert and present you with your:

- Probus badge (together with your name badge and Induction Kit)

Probus has status, dignity and respect within our community and therefore I am sure that you will accept the ideals for Probus membership.

Members would you please welcome our newest member."

The member is given a brief opportunity to make themselves known to members :

President - "XXXXXXXXXX is there anything you would like to say about joining the club?"

XXXXXXXXXX - Responds

President then continues on with Meeting.

# **PROBUS CLUB OF MONT ALBERT INC.**

## **PRIVACY POLICY**

### **Privacy Act:**

All information collected in relation to members shall be held in accordance with the information privacy principles contained in the Privacy Act. The club shall ensure that it complies with such principles of information privacy and shall not disclose any such information, except in accordance with the provisions of the Privacy Act.

### **Members:**

It is a condition of membership of this club that each member consents pursuant to the Privacy Act to personal information in the form of his/her name, residential address, telephone and mobile number, email address and office held in club (where appropriate) being included in a membership list.

### **Club Internal Directory:**

The Club will maintain a register of members, which will include only such personal details as the Club requires for its operations. From time to time, the Club will distribute to members an Internal Directory for the purpose of communicating with each other, particularly in relation to Club Activities.

Members retain the right to request withdrawal of their personal details from this publication prior to printing and distribution to members.

The Directory of Members is for the exclusive use of members of the Probus Club of Mont Albert Inc. and is not to be made available to persons who are not members.

### **Club Newsletter:**

The following endorsement shall be included in each edition of the club newsletter – ‘This newsletter is private and confidential, for Probus use only and is not to be used for any other purpose’.

### **Welfare:**

Medical condition details should not be made available to any person or body without prior approval of the member concerned.

### **Medical information relating to the Health of Participants in Club Outings and Other Events:**

It is desirable that members with pre-existing illnesses or medical conditions hold on their person (handbags or wallets) information relating to their treating doctor (name and telephone contact numbers), and a brief indication of the medical conditions of concern. Ideally such information should be retained in a sealed envelope, marked ‘Medical Information’.

### **Club Website:**

The Club will maintain a website which is open to public access. Personal details of members will not be linked to the website, but the website may display minimal details for appropriate club officers. The Club Newsletter and images from recent events will be posted on the website, but will be password protected for membership viewing only.

Members resolved to formally adopt the above Privacy Policy at the General Meeting held on 18<sup>th</sup> November 2016.

Signed -----  
M.G.Kirk    President

-----  
A. Hawke    Secretary

# **PROBUS CLUB OF MONT ALBERT INC.**

## **RISK MANAGEMENT POLICY**

### **Contents**

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4. Safety Protocol at Activities, Outings & Tours
5. Handling of Money
6. Other Issues
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## **1.0 General Statement**

The Probus Club of Mont Albert Inc. recognises the need to minimise the risks to members and visitors, which may occur as a result of their participation in the activities of the club.

It is important to the overall enjoyment of the club that areas of potential risk be identified and controls put in place to reduce the possibility of injury or loss.

This policy is also designed to provide officers, committee and sub-committee members and leaders of activities, outings and tours confidence in their administrative roles within the club.

Nothing in this policy is designed to restrict the enjoyment of a member's or visitor's participation in the activities of the club.

The purpose of this policy is twofold:

1. To reduce the risk of injury.
2. To protect the club and its members in the event of action being taken against the club, its officers, committee and sub-committee members, activity leaders or individual members.

## **Disclaimer**

The Probus Club of Mont Albert Inc., in no way claims this manual to be a comprehensive document covering all aspects of Risk Management which is likely to affect the operations of the club.

The policy suggests a number of important areas that should be covered in order that a safer environment may be provided for members and visitors.

Whilst every effort has been made to address issues related to Risk Management within the Probus Club of Mont Albert Inc., the Management Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever in this document.

This manual is provided on the basis that the Probus Club of Mont Albert Inc., shall not be liable for any loss, damage or injury arising from any incorrect, incomplete or out of date information contained in the document.

## **2.0 Safety & Protocol**

The Management Committee shall ensure :-

### **3.1 Meeting Venue**

- 1) A First Aid Kit is available for use at all meetings.
- 2) A record of all members, guests or visitors attending meetings is maintained.
- 3) All power leads, microphone cables and other fittings are properly secured or covered.
- 4) All persons present are advised of the location of exits, evacuation assembly points, and the procedures to be followed in the case of an emergency.
- 5) A list of emergency numbers is kept and maintained at all times.
- 6) Normal/reasonable duty of care is undertaken and observed.

### **3.2 Morning Tea Provision**

Club members are responsible for :

- 1) The provision of a beverage service utilising – hot water; tea coffee and milk; together with crockery provided by the RSL.
- 2) The collection and stacking of used crockery at the conclusion of the morning tea break.
- 3) The removal of unused prepacked biscuits and rubbish from tables.
- 4) Good hygiene practices being undertaken and observed.
- 5) Urns are not to be lifted when containing water. Spilled water is to be mopped up immediately to eliminate slip hazard.

### **3.3 Medical Emergency**

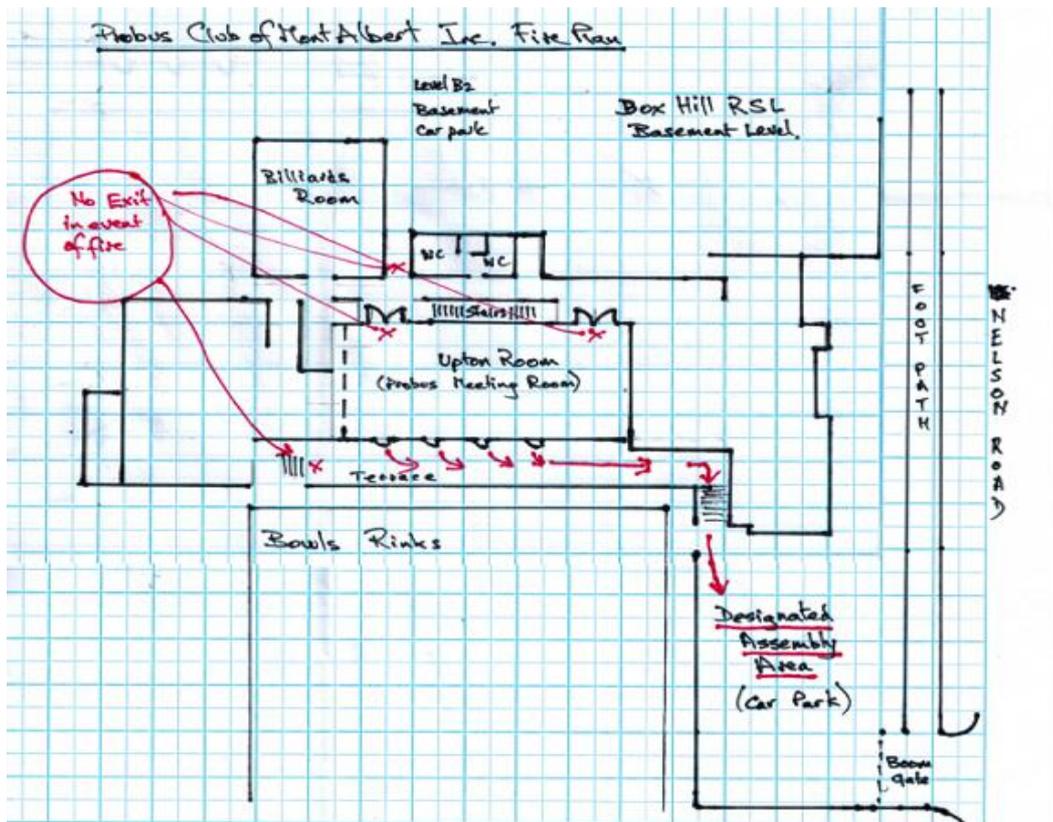
The Club shall appoint two members holding current St. John's Ambulance First Aid qualifications, and if required, pay for training costs, so that their expertise might be used in the event of a medical emergency involving a member or visitor.

An ambulance should be called at once - dial 000 and ask for the ambulance (or dial 112 on a mobile phone). Assistance and care is to be given to the individual concerned pending the arrival of the ambulance. As far as is reasonably possible every effort should be made to provide privacy to the person who is ill.

RSL management shall be advised that an ambulance has been called so that guidance can be given to ambulance officers as to the location of the ill person.

Note : the RSL has a defibrillator if this is required. This should only be used with the permission of the RSL, and by a person with medical or nursing experience having appropriate current training in the use of a defibrillator.

### 3.4 Fire Plan – Evacuation



3.41 Probus is a guest of the Box Hill RSL and is obliged to follow their standing fire orders. The RSL have determined that in the event of a fire (and any other emergency requiring the evacuation of the building) that the car park situated between the bowls rink and Nelson Road on the North side of the building is the designated assembly area for patrons and staff using the Upton Room.

3.42 The Club shall appoint three members as Fire Wardens to implement the Fire Plan in the event of the fire alarm being activated. The Fire Wardens will be responsible for a) familiarising themselves with the fire plan; and, b) ensuring that (i) the fire escape doors are unlocked prior to each meeting, and are locked at the conclusion of the meeting; and, members are directed to only exit the building by the fire escape doors and not to attempt

to use the doors (on the south side of the meeting room) to go to their vehicles in the multi storey car park or enter the RSL Club itself.

3.43 In the event of a fire alarm the Fire Wardens will open the glass doors to the terrace between the Upton Room and the bowls rink. The Fire Wardens will lead members to the Designated Assembly Area. Able bodied members are requested to provide all necessary assistance to frail or handicapped members.

3.44 The tables nearest the fire escape doors should be evacuated first, and chairs pushed into the tables in order to establish clear pathways for club members from the south side of the room as they evacuate. Once all members have left the room the doors should be closed.

3.45 The Membership Convenor(s) will proceed to the Designated Assembly area with the attendance register for the meeting. Those present will then be checked off against the register. It is essential that all members are checked off against the register to ensure that we can account for all members to the emergency services.

3.46 When the RSL/Fire Brigade declares the emergency at an end, club members will be free to return to the Upton Room and resume the meeting. Alternatively, the President may determine to close the meeting and members may go to the RSL car park to recover the motor vehicles and go home.

3.47 The Club will endeavour to hold a fire drill on at least one occasion per year.

### 3.5 **Outdoor Activities**

- i) Leaders should always take an attendance roll with them and have them signed by participants.
- ii) Leaders and/or organisers should always be aware of any possible hazards, eg steep inclines, uneven pathways etc., and the activity or venue should offer a safe environment for members. Areas of possible hazard or danger should be brought to the notice of members.
- iii) Walkers should be encouraged to wear suitable footwear, and be suitably dressed for the outing..
- iv) Golf – any hazards should be identified and brought to members attention.
- v) In the event of adverse weather conditions eg extreme heatwave, or heavy rain conditions, consideration should be given to postponing the event.
- vi) Any incidents/accidents/injuries are to be recorded and if necessary for insurance purposes are to be reported to Probus South Pacific Limited.

### 4.0 **Activities, Outings and Tours**

- i) The appointed convenors shall manage all approved club activities, if necessary with the assistance of delegated club members.
- ii) Where possible a record of members, visitors and guests attending is to be maintained.
- iii) Where possible a record of members, visitors and guests leaving early from the club activity is to be maintained.
- iv) Any incidents/accidents/ are to be recorded and if necessary be reported to Probus South Pacific Limited.

## 5.0 Handling of Money

The Treasurer shall maintain procedures for the receiving and banking of money for both Club-related and Activity-related purposes, and procedures for making Club monies available to activity leaders by way of advance or re-imbusement. All these procedures must be transparent to audit.

Any member carrying Club money must do so in a way that does not draw attention to the fact, and must safeguard it during transport and whilst it is being held in their own home.

In the event that any unlawful demand is made for Club money, the personal safety of the member involved is of the highest priority, and there is no requirement on members to place themselves at personal risk to protect Club money.

## 6.0 Other Issues

### 6.1 Lifting

Members must not be asked or encouraged to undertake lifting or moving activities beyond their physical capability. Members must feel comfortable to decline any request to assist in lifting or moving activities.

### 6.2 Incident Report Forms –

These are available from the Secretary, and should be held by Activity Convenors for use in the event of an accident or other incident required to be reported to Probus South Pacific's insurers.

A member who attends a doctor as a result of an accident occurring during a club activity must take a "Medical Practitioners Statement Form" to be completed by the doctor. This must be forwarded to PSPL to support an insurance claim.

Members resolved to formally adopt the above Risk Management Policy at the General Meeting held on 18<sup>th</sup> November 2016.

Signed .....  
M.G.Kirk President

.....  
A.Hawke Secretary



## ACCIDENT / INJURY / INCIDENT REPORT

Probus Club of \_\_\_\_\_ Club No. \_\_\_\_\_

Tick where applicable:      Accident.....      Injury.....      Incident.....

Name of injured person(s)

(1) ..... Probus Membership No\*.....

(2) ..... Probus Membership No\*.....

Attach additional sheet if more than two person/s injured.

\*If injured person is not a member of a Probus Club, please indicate in what capacity they were attending the outing/event.

Date of Accident / Injury / Incident. ....

Location of Accident / Injury / Incident

.....  
.....  
.....

Cause of Accident / Injury / Incident

.....  
.....  
.....

Describe the activities of all parties involved at the time of the Accident / Injury / Incident

.....  
.....  
.....  
.....

Accident / Injury / Incident first reported to.

Name.....Position within the Club.....

Home Address.....Post Code.....

Home Phone ( )..... Mobile Phone.....

Date Reported.....Time report made.....

If any significant delay in reporting event please state reasons.....

.....  
.....

Was the Ambulance Service called? Yes.....No.....      Was the Police notified? Yes..... No.....

If yes by Whom ?..... At what time ?.....

Name of Ambulance Officer in charge of treatment.....

Name of Police Officer in attendance.....Police Station.....

**Witnesses to Accident / Injury / Incident.** (at least two required)

**Name**..... **Address**.....  
.....**Post Code**.....

**Telephone**..... **Mobile**.....

**Name**..... **Address**.....  
.....**Post Code**.....

**Telephone**.....  
**Mobile**.....

**Accident / Injury / Incident referred to**.....(name of official)  
**Confirm recorded in Minutes Yes/No Date** .....

**Confirm notification to Probus South Pacific Limited Yes/No Date** .....

**INJURY DETAILS**

**Name of injured person(s) (1)** .....

**Details of injury:**

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**Name of injured person(s) (2)** .....

**Details of injury:**

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.....  
.....

**Please attach additional sheet if more than two person/s injured.**  
**Please send a copy of completed report to PSPL by email to**  
**[admin@probussouthpacific.org](mailto:admin@probussouthpacific.org) or by post to PO Box 1294 Parramatta NSW 2124.**

## **PROBUS CLUB OF MONT ALBERT INC.**

### **THE ROLE OF THE MANAGEMENT COMMITTEE**

The role of the Management Committee is to administer the club affairs in accordance with the Constitutional documents (i.e. the Constitution, By-Laws/Standing Resolutions and this document) and ensure that all legal and Constitutional requirements are met. Unless the membership has delegated greater authority to the Committee, by resolution in its By-Laws, the Committee has no authority to make further decisions without the consent of members by resolution.

The Committee may recommend, they may not dictate to members. Moreover, few Committee discussions need to be kept secret, unless they are about sensitive matters concerning individuals and are potentially embarrassing, distressing, or harmful or might, if made public, involve the club in litigation.

Notwithstanding the above, the Committee may review and amend its own Operational & Management Guidelines provided it complies with the requirements of the Constitution & By-Laws.

The Committee currently comprises the following positions – President, Vice President, Immediate Past President, Secretary, Treasurer, Outings Officer, Newsletter Editor and Welfare Officer, together with two members without portfolio. In some instances a portfolio may be shared (.e. by a husband and wife).

## **POSITION DESCRIPTIONS**

### **PRESIDENT**

- Should be familiar with the Constitution & By-Laws and have a copy available for reference at all meetings.
- Should understand how to chair a meeting (refer to “The Probus Club Handbook”) - and begin and end meetings on time.
- Ensure that an agenda is prepared for the meeting and that the Committee recommendations are brought to the membership for acceptance or ratification.
- Ensure that the Club Constitution, By-Laws and Operational & Management Guidelines are up to date and electronic file copies are provided to the Club Web-Master.
- Induct all new members and take the opportunity to meet all members, guests, and visiting Probians on a fellowship basis.
- To remind members from time to time of the aims, objects and origins of Probus, and the importance of fellowship and friendship. This may be done at the commencement of each meeting.
- Act as Deputy Risk Management Co-ordinator.

### **VICE PRESIDENT**

- The Vice President shall understudy the President and assist the President where necessary.
- Manage the meetings in the absence of the President. This will require an understanding of meeting procedures. (refer to The Probus Club Handbook)
- Act as Risk Management Co-ordinator and assist and liaise with Activity Convenors. Delegate, where appropriate, Risk Management to the relevant Activity Convenors.
- At monthly meetings that ensure the meeting room is set up from a health and safety point of view – free from potential tripping points and that exit doors are all unlocked.
- Chair the Appointments Committee to assure continuity of Vice President and vital executive members through the next AGM elections.
- Support any Committee member or Activity Convenor as required.
- At each monthly meeting catch up with 1 – 3 members, if possible – to gain feedback on how the club is running (like and dislikes) and any changes they would suggest.
- Talk to new members and guests and make them welcome at meetings.

### **IMMEDIATE PAST PRESIDENT**

- The Immediate Past President acts in an advisory role to the President and Committee members, providing ‘corporate memory’ and support as required.
- The Immediate Past President may be asked to chair meetings of the Club and Committee in the (inadvertent) absences of the President and Vice President.
- Seeks to pair up new members with suitable Activities, so as to assist and learn how such events are managed, but not necessarily with a view to taking on the role in question.

## **SECRETARY**

- The Secretary should be familiar with the Constitution and By-laws and Operational Procedures Manual and ensure that there is a copy of each available for reference at meetings.
- The Secretary shall be the Public Officer of the Club, and responsible for ensuring that all reporting actions required by Community Affairs Victoria are met in a timely manner.
- Record minutes of each committee meeting and monthly general meetings and ensures that the President or Presiding Officers validates the minutes following their formal acceptance by the committee.
- Prepare an agenda for each committee meeting and general meeting, including the Annual General Meeting, for which written notice is to be given.
- Record minutes of the Annual General Meeting.
- Ensure that the President or Presiding Officer signs the Minutes of the previous AGM.
- Ensure that notice of the election of officers is given and nomination forms are available one or two months before the election of officers and that they are returned as specified in the By-laws or Constitution.
- Answer all correspondence promptly. Correspondence should be presented to the committee and files of all correspondence should be maintained.
- Purchase an engraved collar badge for the incoming president.
- Prepare an information package to be given to members at the time of induction.
- Obtain official Probus membership name badges for use at external functions.
- In conjunction with the Treasurer, establish and maintain the Club Assets Register and records which member is holding an asset at the time.
- In March of each year, after the election of officers, advise Probus South Pacific of the names, addresses and telephone numbers of the incoming President and Secretary (for inclusion in the Probus Directory) and the number of club members, including honorary and life members if any (this is essential for insurance purposes.) This annual return to Probus Centre is a constitutional requirement.
- Before vacating office at the end of the term of appointment, the Secretary shall brief his/her successor on the Secretary's duties and any committee matters still pending or decisions still to be implemented, and hand over all records.

And to :-

### **Act as Public Officer**

- Keep a register of names, addresses and such other information the Club may require, of all members. (This is maintained by the membership officer.)
- Lodge an Annual Statement with Consumer Affairs Victoria within a month after the Annual General Meeting.
- Apply to Consumer Affairs Victoria for approval to change the club's name or rules.
- Notify Consumer Affairs Victoria of : i) a change in the club's registered address; ii) their appointment as secretary, or any changes to their details (e.g. address etc.); iii) a special resolution to wind up the association or distribute its assets.
- Deal with requests to restrict access to information in the club's register of members.
- Add or remove delegates of the club (e.g. club's accountant or solicitor).

## **TREASURER**

The office of Treasurer is important, and while it is not essential to have accountancy qualifications it is desirable that the Treasurer at least be familiar with elementary bookkeeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.

- The Treasurer should be aware of government concessions and taxation requirements for a Probus club and ensure they are complied with.
- Ensure that the club has a bank account with cheque facility and keep control of the chequebook. Two signatories should sign all cheques, and there should be at least four signatories available; e.g. president, vice president, secretary, treasurer.
- Attend all meetings of the committee and submit a detailed monthly report; and present a summarised financial statement to the monthly general meeting. (If unavailable arrange for a deputy to present the statement.)
- Prepare a budget each year, giving consideration to the annual financial commitments and the club's existing financial position, and recommend the amount of annual subscription.
- Collect annual subscriptions from members.
- Bank all moneys received within two working days (to comply with insurance requirements). In the absence of the Treasurer, the President, Vice President, Secretary or Acting Treasurer may deposit funds of the club to the credit of the club's account in the bank or other financial institution approved by the Committee.
- Pay all accounts by non-negotiable cheque.
- Reconcile Cash Book balance with Bank Statement and follow up on any unrepresented cheques.
- Maintain close liaison with the club Secretary and Membership Officer in keeping the nominal roll up to date and also the financial status of members.
- Annually draw a cheque for Probus South Pacific Inc. to include capitation fees and Probus News subscriptions, not forgetting to include life members, honorary members and a nominal number (say 6 – 8) of non members in the member count as determined annually by the committee.
- Close books at the end of the financial year, submit accounts for audit and prepare a report for the Annual General Meeting.
- Arrange change of bank signatories after the AGM (and at any time during the year if there should be an extraordinary change of signatories for any reason).
- In conjunction with the Club's Secretary, establish and maintain the Club Assets Register, and records which member is holding an asset at that time.
- Hand over all books and records and briefs the new Treasurer on his/her duties.

## **OUTINGS CONVENOR(S)**

The aim of the 'Outings' is to provide a range of visits to places and events of interest to members in any one year. It is hoped that the visits will include a mix of outings to suit as wide a variety of interests as possible. Ideally :

- They should range from places in the local area, in Melbourne city and areas further afield.
- They should use a range of transport eg bus, car pool, and public transport.

- The cost of 'Outings' should vary, ensuring that in any one year there are no/low cost trips, medium cost trips and only one or two of higher cost.
- Varying the level of physical difficulty involved should also be considered.

## Planning

To assist in the planning of 'Outings':

- 'Outings' have traditionally been held in the third week of the month.
- Check in the Red Book for previous outings to the same or similar locations/activities.
- Collect suggestions from club members. A survey about "'Outings' may be conducted every 2 – 3 years.
- Collect information from other Probus Clubs.
- Check the brochures file.
- Bus companies have many good suggestions for planned day outings.
- Consider what you would like to do for an 'Outing'. After all, you must enjoy the activity also!

Responsibilities of the Convenor(s):

- Maintain a record of all visits and costs in the 'Red Book'.
- Attend Committee Meetings.
- Investigate and develop an annual calendar of suitable outings. Liase with other convenors to avoid date and activity duplication. Joint 'Outings' with other Probus Clubs may be considered.
- Ascertain the feasibility, costs and booking details of proposed outings.
- Consider any risk factors and their implications and the degrees of physical activity involved. Inform members at the monthly meeting and in the description of the 'Outing' in the newsletter, of any risks and physical limitations and hazards they might encounter e.g. stairs and rough paths.
- Submit a list of the proposed 'Outings' to the Committee.
- Book venues and transport well ahead. Buses may need to be booked many months in advance.
- Notify the Newsletter Editor of 'Outing' details and arrangements, at least two or three months ahead of the Outing.
- When announcing the planned 'Outing', advise the date, time and venue details. Include contact telephone numbers of convenors and venue, clear directions and pace and time of departure. Advise of morning tea and lunch arrangements. Advise members of contingency and cancellation arrangements.
- Members must write their own names on the 'Outings' list. This is for verification purposes. Between meetings, if members decide they wish to join an 'Outing' they must communicate this to the convenors in writing (email or note). A phone call alone is not adequate.
- Collect correct payment from members in an envelope clearly identifying the member's name. For payment verification purposes, these envelopes must be kept securely until after the outing. Money must be banked promptly and the Treasurer advised of these banking details.
- Cheques or direct debit for the venue and bus (if required) must be obtained from the Treasurer well in advance. All receipts must be obtained from any expenses, venue and/or bus company. These receipts must be given to the Treasurer with the Financial Statement that must be provided after the 'Outing'.

- In line with the Probus Club of Mont Albert Inc. policy, reimbursements will only be given if a member replacement can be found, or if withdrawal from the outing is advised well in advance. Convenors must be advised of any cancellation on the day of the outing. Generally, cancellations on the day will not be reimbursed.
- If the 'Outing' is not full, those on the Probus Membership Waiting List or non members may be contacted about joining the 'Outing'.
- From time to time some 'Outings' may make a small loss, and some may make a small profit. Over the year, however, costs of 'Outings' should equal expenditure.
- If the Club has obtained a Council Transport Grant, aimed at promoting access to 'Outings', convenors may be able to subsidise some 'Outings'. Subsidising must be done in collaboration with the Treasurer.
- On the day of the 'Outing, convenors must have with them:
  - original participant lists
  - any required cheques
  - contact details of the bus company, venues etc.
  - Incident Report form
  - Medical Practitioners Statement form\ - Emergency Contact list
  - First Aid Kit (depending on the Outing)
  - a (fully charged) mobile phone, and;
  - it has been traditional for the convenor to take wrapped 'lollies' on extended bus outings.

## **ACTIVITY CONVENORS**

The club may operate a number of activities that are each managed by a Convenor nominated by the management committee. The duties of the Convenors include :-

- To be responsible for the effective running of a designated Probus Activity Group.
- To Liaise with the Management Committee through the Vice President and to make sure that all activities have the approval of the committee thus complying with the operational guidelines and preventing overlaps with other activities.
- To ensure that a dated list of all members and non-members is recorded for each activity session. This list must be maintained for 18months for insurance purposes.
- To ensure they are familiar with the Policy & Procedures Manual as it applies to the activities they are responsible for organising.
- On receipt of a non-member insurance and club administration donation, the Activity Convenor will request that the Membership Officer supply a Visitor Outings badge for the use of the non-member whilst participating in club activities.
- To encourage all members and non-members to wear or carry their Outings badge whilst participating in Club activities.
- To hand any monies for an advertised activity/outing or non-member insurance and club administration donation to the Treasurer for banking ( or in the Treasurers absence the nominated deputy) and make a request for a club cheque to cover the invoices from the various service providers.
- To ensure that any reimbursement required for a member's prior payment is recorded and the member's signature obtained to acknowledge receipt of same.

- To carefully record all expenses, such as postage and telephone calls and submit to the Treasurer with receipts for reimbursement.
- To assume responsibility for Risk Management of an Activity and managing any emergency arising during the activity. The Convenor should have access to a mobile phone. A nominated deputy should be appointed to assume responsibility in the absence of the Activity Convenor.

## **MEMBERSHIP Convenor**

This officer has two main responsibilities, member services and membership extension.

### **i) Member Services**

- In co-operation with the Secretary and Treasurer, ensure that a complete list of member's names, addresses, contact phone numbers, and email addresses is maintained.
- To record members and visitors attending each meeting. Also to ensure that all non RSL members are registered at each meeting.
- Prepare name badges for each member.
- Liaise with the Welfare Officer as required.

### **ii) Membership Extension**

- For effective membership extension it is important that a suitable application or proposal form be used (see section 4.4) and that all applications bear the signature of the Proposer and Secunder as well as that of the Applicant. It is suggested that the form should provide for information about the proposed member : date of birth; marital status ; former vocation; positions held; titles, honours, awards, academic/professional qualifications, address, contact numbers etc.
- Probus is an organisation for retired and semi-retired business & professional people and others from any worthy vocation that appreciates and values opportunities for social contact with others in similar circumstances, so the committee should consider the qualifications for membership together with the applicant's connection with Mont Albert and immediately surrounding district.
- The Membership Convenor should interview the Applicant (preferably in conjunction with the President , Vice President or Secretary) and advise the Committee on the person's suitability for admission to membership, or placement on the waiting list.

### **(iii) Management Committee**

- The Membership Convenor is not an elected position, but ideally should be an elected member of the Management Committee.
- The Membership Convenor is a member of the Appointments Committee assisting to identify members for nomination to Committee positions at the next AGM.

## **SPEAKERS CONVENOR**

Arranging for interesting guest speakers is one of the most important and challenging assignments in a Probus club. To hold the interest of members, programs must be well balanced with informative and thought provoking subjects presented by accomplished speakers. Some highly qualified speakers are uninteresting speakers so it is a good idea, if possible, to check on a person's "track record" before extending an invitation to speak at your club. Club members should be asked regularly to give the Speakers Convenor the names of potential speakers. In addition :

- Aim to arrange a varied program six months in advance if possible.
- Attend Committee meetings and provide a list of future speakers.
- Give the newsletter editor the current and following month's speaker for the information of members and also announce the names and subjects of the next three speakers at each meeting.
- Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary explain the objectives of Probus.
- Ask the speaker for the title of the talk and a biographical note (for the information of the newsletter editor)
- Send a follow up letter confirming the arrangements, setting out details of location, time, length of address (up to 45 minutes plus question time, and your contact telephone number(s).
- Follow up with a reminder call in the week prior to the meeting and check on special arrangements.
- Greet the speaker on arrival, offer refreshments, and introduce the President.
- Introduce the speaker to the club.
- At the conclusion of the talk, and after questions, thank the speaker and present him/her with a gift, or voucher to the value agreed by the Committee.
- Try to have a list of emergency speakers who can fill in with an interesting talk at short notice, possibly members of the club. . Alternatively utilise the "emergency game/quiz kit" to entertain and involve club members.

## **FACE BEHIND THE BADGE**

A member shall be appointed to seek out members to give a brief talk (5 – 7 minutes) concerning some aspect of their lives, family history or their professional or business career. Such talks are almost always very interesting and help to promote friendship within the club.

## **NEWSLETTER EDITOR**

The Newsletter is a most important means of ensuring members are kept up to date with club activities. This is made available as members register attendance at general meetings. It is also available on the club's website. Contributors are asked to ensure that the material they want included is available in good time in order to meet proof reading and printing deadlines.

It covers :

- The President's message

- The day's guest speaker and his/her subject.
- Information regarding the outings and other activities over the coming months and beyond.
- A diary of activities for the coming months.
- General club information.
- A copy should be emailed to the club's web master for inclusion on the club's website.
- The editor will arrange with the printer in good time to ensure the newsletter is available for the general meeting.

## **WELFARE OFFICER**

The welfare officer keeps in touch with sick or bereaved members, or those who are in need of moral support or physical help.

He/she should :

- Send cards with appropriate messages to sick or bereaved members
- Work in conjunction with the Secretary and President to keep members informed in the event that a member, or a member's spouse, is seriously ill or dies. Help with activating the telephone tree for those members not accessible by email.
- Advise the Committee if support is needed, either by member visits or transport to meetings.
- Liaise with the Membership officer when requested.
- Report to the Committee and General meeting giving details of welfare activities, after gaining permission from the person who has been unwell (or their family).

# **PROBUS CLUB OF MONT ALBERT INC.**

## **SUCCESSION PLANNING POLICY**

### **1.0 General Statement of Policy**

The purpose of this Policy is to strengthen the Club's ability to survive by taking steps to ensure new members are well prepared to take on roles in running the Club and its Activities when the time is appropriate for them. The objective is to reduce the likelihood of the situation which frequently confronts voluntary organisations, that there is a lack of willingness by members to offer themselves for leading roles through lack of confidence or perception of difficulty coupled with responsibility.

### **2.0 Policy**

Applicants for membership should be made well aware of the expectation that as members they may volunteer for, or be called on to take on, roles in the Club which range from supporting/assisting through Activity management and Committee positions, to Executive positions.

The Club should have in place guidelines and procedures that ensure that the policy is activated with a set of responsibilities assigned to specific Club members and specific Club roles.

### **3.0 Procedures**

3.1 Newly inducted members will be shepherded into the Club by their sponsor(s), whose obligation will be to introduce them to existing members, to ensure that they are welcomed at General Meetings, and participate in Club Activities – all of which are aimed at familiarisation between them and other members and to give some insight into the operation of the Club.

3.2 After about one year the Immediate Past President will seek to pair up new members with suitable Activities, to assist and learn how such events are managed, but not necessarily with a view to taking on the role in question. By mutual agreement new members may experience the running of other Activities, as circumstances permit.

3.3 When new members have had between at least one and up to two years' experience in the Club they may expect to be approached to take on specific roles, depending on the circumstances at the time.

3.4 Notwithstanding 3.2 and 3.3 above, there may be members who may feel very uncomfortable with the prospect of taking on specific roles, and this must be taken into account with appropriate sensitivity.

3.5 The Appointments Committee, whose role and structure is described in Standing Resolution 13 is to be chaired by the Vice President. The role of this committee is to seek to assure continuity of vital executive roles through the AGM elections, and may include approaching new members as set out above.