



## THE PROBUS CLUB OF BURLINGTON LAKESHORE

### **President:**

1. Serve as the executive head of the Probus Club of Burlington Lakeshore and preside at all General Meetings of the membership and Management Committee.
2. Develop the agenda for these meetings with the assistance of the Secretary if required.
3. Ensure that all actions of the Management Committee are in accordance with the policies and practices of Probus Canada.
4. Represent the Club at meetings called by Probus Canada and the Probus Clubs of Ontario.
5. Be an ex-officio member of all standing committees of the Club.
6. Act as one (1) of the signing officers for the Club bank account.
7. Act as official spokesperson of the Club.
8. The President will vote only to decide a tie vote.
9. Appoint the Nomination's Committee.
10. Appoint/approve auditor(s) when required.
11. Be prepared to assume a role in the Nomination Committee.
12. Provide the Hi Lites editor with highlights to be published in the monthly Hi Lites newsletter.

(Time estimate: 8 – 12 hours per month)



## **THE PROBUS CLUB OF BURLINGTON LAKESHORE**

### **Vice-President**

1. Chair the Management Committee and regular Club meeting at the President's request or in the Presidents absence.
2. Pursue opportunities to learn the role of the President in preparation for assuming that office.
3. Act as one (1) of the signing officers for the Club bank account.
4. Be prepared to assume a role in the Nomination Committee.
5. Chair the Christmas event committee.

(Time estimate: 2-3 hours per month)

### **Past President**

1. Provide, from time to time, counsel and advise members of the Executive and Board
2. Perform such other tasks and duties as may from time to time be assigned by Bylaw, the Executive or the Board
3. Be prepared to assume a role in the Nomination Committee.

(Time estimate: 2-3 hours per month )