



THE PROBUS CLUB OF BURLINGTON LAKESHORE

President

1. The President serves as the executive head of the Probus Club of Burlington Lakeshore and provides leadership to the Management Committee and Club members to ensure the effective operation of the Club in accordance with the Club Constitution and By-Laws and the policies and practices of PROBUS Canada. The President also provides leadership in addressing issues, resolving disputes and achieving consensus on matters affecting the Club.
2. The President will:
 - preside at General Meetings, the Annual General Meeting and Management Committee meetings of the Club;
 - prepare, or cause to be prepared, agendas for General Meetings and the Annual General Meeting with the assistance of the Secretary as required;
 - act as the principal spokesperson for the Club;
 - represent the Club or approve representation of the Club at meetings and events organized by PROBUS Canada, Ontario District 3, and other organizations as appropriate;
 - liaise with PROBUS Canada and ensure that relevant communications, information and initiatives are shared with and acted upon by the Club as appropriate;
 - serve as an ex-officio member of all committees of the Club;
 - act as one of the signing officers for the Club bank account;
 - be prepared to serve as a member of the Nominating Committee when required;
 - support the induction and welcoming of new members;
 - provide a monthly President's Message, or other highlights, for publication in the Club newsletter;

(Time estimate: Approximately 8–12 hours per month)