

PRESIDENT

The duties of the President are summarised as follows:

1. Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
2. Should understand how to chair a meeting and protocol for motions, debate/discussion and voting;
3. Should ensure that an agenda is prepared for the meeting;
4. Should begin and end meetings on time;
5. Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis;
6. Should ensure that Committee recommendations are brought to the membership for decision/acceptance and ratification;
7. It is the duty of the President to keep in mind and to remind members from time to time of the aims, objects and origins of Probus, emphasising the importance of fellowship, friendship and fun. It is recommended that this be done at the commencement of each meeting.
8. To advance Probus fellowship beyond your own club, members should be encouraged to subscribe to the flagship publication of the Probus organisation and to take an interest in the articles and offers from sponsors and advertisers.
9. Encourage members to contribute stories, articles, letters and photographs for publication in the magazines. Raise awareness and promote the magazine as a membership tool.
10. It is a good idea to invite the President of your sponsoring Rotary club and your RDPC to special occasions (change-over, birthday/anniversary meetings and special functions), it is a gesture that is greatly appreciated.

EX OFFICIO

The Immediate Past President (IPP) is recognised as Ex-Officio on the Management Committee in recognition or virtue of his/her past service as club (or association) President. This is not an elected position, but is an appointment to offer support and advice. By-Laws/Standing Resolutions may indicate the voting powers of the IPP; the IPP does not have any greater authority within the committee; the IPP is eligible to hold any other position on the Management Committee. If elected to such a position the IPP would only have one vote, as that elected officer.

A resolution by the members may include 'with voting rights' or 'without voting rights' in a By-Law or Standing Resolution. If the club is incorporated, the Ex-Officio's voting rights must be in line with the Model Rules.

VICE PRESIDENT

The duties of the Vice President are summarised as follows:

1. Should be familiar with the Constitution, By-Laws/Standing Resolutions and have a copy available for reference at all meetings;
2. Should understand how to chair a meeting and protocol for motions, debate/discussions and voting;
3. Should work closely with the President to become familiar with the role and responsibilities of the Presidency;

4. Should take the opportunity to meet all members, guests and visiting Probus members on a fellowship basis;
5. Takes over the running of the meetings in the President's absence;
6. Deals with any Presidential issues that may arise in the Presidents absence;
7. Takes over the duties of any Committee member in their absence or arranges an alternative assistant;
8. Assist any Committee member who has a heavy work load;
9. Communicates regularly with the club Historian and Welfare Officer;
10. Learn and understand the role of the President;

Clubs, by resolution of members, may consider the option to elect a Senior and Junior Vice President as part of the club's succession plan, in accordance with club Constitution, By-Laws and/or Standing Resolutions.

Clubs, by resolution of members, may further consider the option to create a By-Law or Standing Resolution establishing the protocol for the Vice (or Senior Vice) President to be President Elect for the ensuing year. Refer to established protocols.