

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 ensure that all legal and Constitutional requirements are met. Unless the membership has delegated greater authority to the Committee, by resolution or in its By-Laws, the Committee has no authority to make further decisions without the consent of members by resolution.

Committees 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.

Each committee member and officer should be familiar with the Constitution, By-Laws/Standing Resolutions and ensure there is a copy available for reference at meetings. Each committee member and officer should be aware of club policies and protocols and have access to Insurance documents. It would be in the interest of each officer to have a portfolio detailing their role and responsibilities.

MANAGEMENT COMMITTEE AND CLUB OFFICERS

Planning for the annual election of Committee members and officers should be undertaken several months before the Annual General Meeting. Terms of office should be observed and nominations called for in accordance with the requirements of the Constitution and where applicable Proxy Forms should be issued.

A portfolio for each office bearer should be developed to enhance the change over of officers and provide continuity of procedures and responsibilities.

Examples:

-The Treasurer needs to be aware of the timing for payment of the Annual Fees and return of completed documents to PSPL.

-Requirement for the club financial statements to be audited prior to presentation and formal adoption at the Annual General Meeting.

- The Secretary needs to be aware of timing for meeting agendas and issuing of Notices.

Members should be approached and encouraged to nominate for positions.

A succession plan should be considered to ensure the future stability and management of the club.

Consideration should be given to adopt a Standing Resolution to enable the Vice President to be President Elect.

All members should be encouraged to nominate and if necessary training/guidance should be provided.

The Constitution requires that the club be managed by a Management Committee comprising a President, one or more Vice Presidents, a Secretary, a Treasurer (Collectively 'Committee Members'), and such number of other members of the Management Committee ('Officers') as provided in the By-Laws or the club's Standing Resolutions.

It is usual for clubs to elect a Membership Officer, Program (or Guest Speaker) Officer, Newsletter Editor, Outings/ Activities Officer, Hospitality Officer, and a Caring Officer (or Welfare).

Some clubs appoint additional officers such as a Special Interest Groups Convener, Sports Officer, Social Secretary, Music /Choir Convener, Probus Liaison Officer, Historian, Public Relations Officer and Official Photographer.

The club should appoint an Auditor at the Annual General Meeting for the ensuing year. In some jurisdictions the Incorporation Act requires appointment of a Public Officer, an appointment which does not preclude taking office as President, Vice President, Secretary, Treasurer or other position.

If your club is incorporated and the Act provides for a Public Officer, it is recommended that the club confirm for the name of the Public Officer at the Annual General Meeting.

If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Secretary and assistant Treasurer at the Annual General Meeting. Such assistant(s) to the elected officer do not have voting rights. However, if the assistant is acting for the officer in his/her absence then the assistant(s) would have one vote representing the elected officer. Such appointment and guidelines should be formally adopted as a By-Law or Standing Resolution.

If not included in the Constitution and if required, the Management Committee may seek approval of the membership to approve the following By-Law or Standing Resolution;

'In the absence of the Treasurer a delegated officer, appointed by the Management Committee, shall be authorised to deposit all funds of the Association to the credit of the Association's account in the bank or other financial institution approved by the Committee.'