

# Procedural Guidelines for Portland Probus Club

## Overarching Considerations

- All Portland Probus Club documentation to be reviewed annually
- Committee members unable to fulfil their duties to ensure appropriate substitutes
- Committee members unable to attend a committee meeting to submit a written report to the Secretary prior to the meeting
- All dealings with venue management to be channelled through House Member
- Only material passed in electronic format to be published by Webmaster
- All group communications to be issued by the Secretary
- All members to be actively encouraged to participate in the running of the Club

## Monthly Meetings

### Prior to meeting

- **House Member** books room
- **Speaker Finder** liaises with **House Member** re any special requirements
- **Speaker Finder** briefs **President** or **Vice-President** re guest speaker
- **Speaker Finder** arranges hosting of guest speaker for lunch and formal vote of thanks
- **Secretary** sends email reminder of meeting to members

### Morning of meeting

- **Speaker Finder** checks room and any special requirements
- **Speaker Finder** greets guest speaker and introduces him to **President/Vice-President** and offers coffee, starting bar tab
- **Secretary** brings Minutes folder of Committee Meetings
- **Secretary** provides Name Badge and Programme for induction of new member/s
- **Treasurer** provides Probus pin for induction of new member/s
- **President** ascertains which committee members wish to speak at the meeting
- **Welfare Member** completes register of members present

### Meeting

11.20 **Vice-President** initiates ushering members to meeting room, assisted by other committee members

11.30 Meeting starts.

- **President** presents new members with badge, pin and programme.
- **Committee members** give brief reports as necessary.
- **President** briefly introduces speaker
- **Webmaster** takes photographs
- **President** calls for Vote of Thanks

12.45 Meeting closed and members gather for lunch

- **Speaker Finder** or **designate** hosts lunch for guest speaker, adding lunch order to bar tab
- **Treasurer** gives guest speaker a cheque for previously agreed amount, pays bar tab and obtains receipts

### Post Meeting -

- **Publicity Member** writes report of meeting and emails to **Webmaster**
- **Webmaster** publishes report on Club web-site with appropriate photographs, updating Latest News and Programme pages
- **Speaker Finder** sends letter of thanks to guest speaker

## Annual General Meeting

### Prior to AGM

- **Secretary** distributes nomination papers at January meeting to be returned by February meeting.
- **Secretary** informs members at the February meeting that items for inclusion in the Agenda of the AGM under AOB should be submitted in writing to the Secretary three weeks before the meeting.
- **Secretary**, in conjunction with the President, prepares agenda, minutes of the previous AGM and nominations for the Management Committee.
- **Secretary** emails the agenda and minutes to members two weeks before the meeting
- **Secretary** contacts printers In February to alert them that Club programme will be needed after the AGM, ready for distribution in April

### At AGM

- **President** welcomes members and receives apologies
- **Secretary** makes copies of the agenda and minutes available
- **Committee Members** give reports, concluding with outgoing **President**, and stand down
- **Secretary** conducts election of new committee
- Following the handover to new committee, **Speaker Finder** and **Event Coordinator** give brief résumés of the year's programme
- **President** presents The President's Egg to the organiser of the Event that has been enjoyed most by members
- **Auditors** for the coming year are appointed

### Post AGM -

- **Secretary** organises printing of programmes with names and photos of new committee.
- **Treasurer** arranges for three other Committee Members to be authorised signatories for
- **Treasurer** arranges for engraving of President's chain

## Committee Meetings

### Prior to Meeting

- **Secretary** prepares agenda in conjunction with the President and sends to Committee Members by email
- **Committee Members** who are unable to attend a committee meeting should submit a written report to the Secretary prior to the meeting

### Post Meeting

- **Secretary** prepares and distributes minutes after liaison with the President

## Collection and Dissemination of Information

- **Membership Secretary** prepares an updated names and address list of members annually or as necessary and passes to **Secretary** for distribution to members
- **Membership Secretary** prepares an updated photo list of members annually or as required and passes to **Secretary** for distribution to members
- **Publicity Member** prepares survey forms and issues to all members in January to be analysed in readiness for AGM