

## **Role Statements for PAQMC Members**

### **President**

- Preside as chairman at PAQMC meetings
- Preside as chairman at General, Annual and Special meetings
- Preside as chairman of the Constitution and By Laws sub committee
- Certify minutes of meetings after adoption at each succeeding meeting
- Represent the Association at PAQ events and activities
- Represent the Association on external advisory and public committees
- Liaise with Probus Centre - South Pacific
- Liaise with Rotary District Governors/District Probus Chairmen
- Liaise with other Probus Associations
- Represent the Association at the annual Rendezvous conference
- Signatory for PAQ cheques

### **Senior Vice President**

- Deputise for President during absence
- Preside as chairman of the International Tours sub committee
- Update International tours web page regularly
- Other duties delegated from the President
- Signatory for PAQ cheques

### **Junior Vice President**

- Deputise for President during absence of President and Senior Vice President
- Preside as chairman of the Domestic Tours sub committee
- Update Domestic Tours web page regularly
- Arrange support from appropriate sponsors
- Other duties delegated from the President

### **Secretary**

#### Constitutional Requirements

- Applications/terminations for PAQ membership
- Register of members ( Maintenance of members database done by Registrar)
- Nominations for election to PAQ Management Committee
- Convene meetings of PAQ Management Committee
- Convene Annual General or General Meetings of PAQ
- Signatory for PAQ cheques
- Minutes of all management committee meetings and general meetings
- Act as Public Officer for PAQ
- Safe custody of books, documents and instruments of title.
- Signatory for PAQ cheques

#### Other Procedures

- Handle phone calls to PAQ business phone
- Collect postal mail from PAQ business box.
- Handle e-mails sent to PAQ email address
- Post mail outs to PAQ affiliated clubs
- Send group e-mails and individual emails to affiliated clubs or PAQ contacts
- Update forms and minutes web pages as required.

### **Treasurer**

- Duties as required under the constitution.
- Formulate policy in relation to financial matters
- Budget preparation and review

- Liaison with Auditor
- Accounts for payment
- Progress statements and reconciliation

**Role Statements for PAQMC Members contd.**

- Arrange preparation of annual statement and tax return.
- Arrange for investment of funds as required.
- Signatory for PAQ cheques

**Public Relation Officer**

- Attend PAQ public enquiry 1300 telephone.
- Engage with local and regional news media for opportunities to promote activities of the Association.
- Provide to website coordinator a monthly list of 'What's New' .
- Organise promotion via local and regional radio/TV to increase awareness of Probus activities in the community at large.
- Interact with Rotary District Probus Chairmen to provide Information Days for incoming club officers and the formation of new clubs.
- Sell space to advertisers in the Qld. Probian
- Generate account statements for advertisers and sponsors
- Preparation of mailing sheets for Qld. Probian distribution

**ICT (website) Coordinator**

- Liaison with the website service provider
- Provide instruction to others for updating web pages
- Arranging password/login/logout facilities for PAQMC members responsible for updating web pages.
- Arranging password/login/logout for member clubs access to member services information on the website.
- Handle e-mails sent to web@paqnetwork.asn.au

**Editor Qld. Probian**

- Receive and edit all copy for each issue of the Qld. Probian magazine
- Collation of the content for each issue of the magazine
- Liaison with the publishers
- Arranging proof readers to review all copy for each issue.

**Regional Liaison Officer**

- Establish and maintain primary link between Regional Liaison Officers and PAQMC.
- Maintain regular contact with PAQ Regional Liaison Officers
- Encourage liaison officers to regularly update each region web page.
- Represent regional programs and activities needs with PAQMC.
- When requested provide assistance with regional events and activities.
- Foster and facilitate area PAQ representation

**Registrar**

- Publish a Directory of PAQ affiliated Probus Clubs
- Maintain a PAQ member database to record info for Directory, mail outs to clubs and e-mail communication to PAQnet clubs
- Maintain a historical record of PAQ events and activity details
- Update web pages dependent upon database information on a regular basis.

**Unclassified Committee Position**

- At General (Delegates) meetings, greet arriving member delegates

- Encourage fellowship amongst delegates and observers at General meetings within the 'refreshments' period.
- Ensure that attendees have recorded their presence as either observers or delegates.
- Provide to the Secretary at the commencement of the General (Delegates) meetings a list of apologies, tally of delegates and observers present and the number of clubs represented.
- Where unable to attend at General meetings arrange a substitute person to undertake these duties.