



Good Afternoon Presidents

Reg Wynott, our long-time and invaluable Managing Director, will be transitioning out of the position over the next while. The Human Resources Committee of the Board (of which I am a member) has asked each of the PROBUS CANADA Directors to help PROBUS CANADA find someone who can fill this position. No one can fill Reg's shoes, but we know that a qualified applicant will bring their own.

The request for Expressions of Interest is set out below and I would ask you to circulate this to your full membership as soon as possible. Consider also publishing this in your newsletters.

Call for Expressions of Interest, PROBUS CANADA Managing Director Position

General Position Description

The Managing Director is an independent contractor responsible for overseeing the administration of PROBUS CANADA's Constitution, Bylaws, Directors' Manual 2020, Strategic Plan initiatives and the day-to-day administration of Board and Club-related business. Other essential duties include marketing and Club assistance. The part-time position reports directly to the Board of Directors.

Position Qualifications

The successful applicant will demonstrate all or most of the following:

1. Demonstrated transparency, leadership, initiative, and strong work ethic.
2. Ability to think and plan strategically to effectively communicate the PROBUS CANADA Mission to clubs and the overall community.
3. Senior non- or not-for-profit management experience.
4. Experience and skill in working with a Board of Directors.
5. Ability to plan and organize regular activities such as may be required by statute, constitution, and bylaws.
6. Proficient written and oral communication skills.
7. Technological skill using software such as Microsoft Office, Google Workspace, Quicken and ZOOM.
8. An ongoing membership in a PROBUS CANADA Club. (This is a must.)

Contract Arrangements and Compensation

1. The Managing Director will provide independent contract services to the PROBUS CANADA Board of Directors for one year with the option for renewal, as determined by the Board.
2. The Contractor is paid monthly according to the monthly payment schedule.
3. The Contractor will provide all facilities and supplies to perform the required services such as office and supplies/printing, telecommunications, internet connections, transportation, and support services.
4. Necessary travel and Board-related meeting expenses will be reimbursed.

Next Steps

If you are interested in the Managing Director position, please contact PROBUS CANADA Board Secretary Inga Thomson Hilton at ingathomsonhilton@gmail.com for more information.

Martin Capper
PROBUS CANADA
Vice President
District Director Ontario District #4
