



POLICIES & PROCEDURES



MARCH 31, 2023
WOMEN'S PROBUS CLUB OF CAMBRIDGE RIVERSIDE

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POLICY & PROCEDURES...March 31, 2023

Definitions

AGM is Annual General Meeting
MC is Management Committee
PCC is Probus Centre Canada, Inc.

ARTICLE I: ESTABLISHMENT AND AUTHORITY

- A) These Policies & Procedures may be amended at any meeting of the MC.
- B) Where these procedures do not address any issue, Roberts' Rules of Order shall prevail.
- C) The day-to-day management of the business affairs of the Women's Probus Club of Cambridge Riverside is the responsibility of the MC, in keeping with its Constitution and By-Laws and the Constitution of Probus Centre-Canada, Inc. and the direction given by the general membership of the Club as recorded in Minutes of General Meetings.

ARTICLE II: CLUB REPRESENTATION

Only the Club President may speak on behalf of the Club with Probus Centre-Canada, Inc. Probus Region or with any other organization unless another member is authorized by the president to do so.

ARTICLE III: MEMBERSHIP

- A) The annual membership fee is payable no later than June 20. For new members joining February 1 or later, the fee is \$40. Fees are paid by cheque or e-transfer. Cash is not accepted.
- B) There is an initiation fee of \$25.
- C) Partial-year renewals and/or leaves of absence are not permitted.
- D) A member who turns 90 years of age, prior to September 1st of a new Probus year, shall have the membership fee waived. They must still complete and submit the annual membership renewal form by June 20th. This will stand for the remainder of their Probus membership.
- E) Application for membership is accepted at any time.
- F) New members will be accepted first from a waiting list
- G) Proposed members will complete 4 forms (Application, renewal, privacy and travel waiver) and deliver to Membership Chair. Once the forms are returned and the fees paid, the Membership Chair will advise the Treasurer. This member may now attend Club meetings and participate in activities.
- H) i. New members at the time of induction will receive an envelope with the PROBUS pin, name tag and letter with the list of Special Interests groups and club website listings.
 - ii Constitution, By-Laws, Policy & Procedures, Privacy Policy and Travel Waiver are available on the website:
<https://www.alininspirations.com/Probus-Cambridge-riverside.html>
A membership list will be electronically sent by C/T.

March 31, 2023

ARTICLE IV: INTEREST GROUPS

- A) Interest groups must be approved by the MC.
- B) Activities of interest groups must be congruent with the Club's Constitution, Bylaws and Policies and Procedures.
- C) Interest groups are self-managed and self-funded by the members participating therein.
- D) Only current members of the Probus Club of Cambridge Riverside may participate in Interest Groups under the auspices of the Club.

ARTICLE V: FINANCES

- A) Revenue comes from membership fees, initiation fees and Mystery Woman Draws.
- B) Expenditures outside the budgeted allocation must be approved in advance by the management committee.
- C) Any request for reimbursement submitted without valid receipt(s) must be approved by two signing officers. Any payments requiring cash will be paid by cheque to the committee Chair.
- D) Membership and special events fees may be paid by cash, cheque or e-transfer to camrivprob@gmail.com
- E) Any surplus monies are to be used to the advantage of the membership.
- F) A reserve of one year's operating expenses shall be retained and reviewed annually.

ARTICLE VI: MEETINGS

All meetings are perfume free.

1) GENERAL MEETINGS

- A) Meetings will be held the 2nd Wednesday of every month from 9:30 to 11:30 a.m. from September to June inclusive, unless otherwise scheduled.
- B) *As per the Constitution of Probus Canada, members and presenters are not allowed to advertise/promote items for sale or sell tickets to non-Probus events.*
- C) Seating:
 - i. Each member will be given a randomly selected table number & will sit at the table with the corresponding number except at Christmas and June Luncheons. Any other times will be directed by the MC.
 - ii. One table will be reserved for members with special needs. "Preferred Seating"
 - iii. Other reserved tables: "President's Table" (including Recording Secretary, C/T Coordinator, Public Relations Chair), "Guests and Members" and "Inductees".
- D) Mystery Woman Draw:
 - i. A Mystery Woman will be chosen at every General Meeting.
 - ii. Proceeds will be shared equally between the winner and the club.
 - iii. Club proceeds will be used at the discretion of the MC.
 - iv. Guests and invited presenters may not buy Mystery Woman tickets.

E) Guests:

- i. Guests may be invited at the discretion of the President and the Membership Chair, e.g. out of town visitors, and/or family members or friends.
- ii. A prospective member may attend one time only as a guest.
- iii. A prospective member will be given a club brochure, and may receive an electronic copy of the application form, privacy policy and travel waiver form on request to the membership chair.

F) Presenters:

Presenters are not to ask for donations or promote articles for direct sales. Presenters can educate and inform members. They may set up a table to display items which members may choose to sample or purchase after the meeting even though the presenter did not promote the items during the presentation. Members giving presentations are subject to these same rules.

2) MANAGEMENT MEETINGS

The MC meeting will follow the General Meetings unless otherwise scheduled. At all Management Meetings, a majority to pass a motion is 50% + 1 of the MC present.

3) ANNUAL GENERAL MEETING (AGM)

In addition to the regular program, the business meeting shall include: an election of officers and MC, a Year-End Financial Review, approval of the budget and annual reports from the President and Committee Chairs. The AGM will be held at the June General Meeting unless otherwise scheduled. A majority to pass a motion is 50% + 1 of the members present.

ARTICLE VII: CONFERENCES AND CONVENTIONS

- A) The MC will determine and approve the number to attend and be paid for by the club of any Probus related function.
- B) Mileage will be reimbursed at Canada Revenue Agency rates per km.

ARTICLE VIII: TRAVEL POLICIES

- A) The Chair, or her designated committee member, has the authority to act as an agent of the Club for negotiating and signing contracts for all aspects of a trip (e.g. buses, restaurants, theatre tickets, etc.)
- B) Travel is organized on a break- even basis and is not for profit.
- C) Registration for travel is on a first come, first served basis and a chronological list of participants is retained.
- D) Trips are available to Probus members and guests from the first day of registration, unless otherwise designated.
- E) Trips may be organized through a Travel Tour Company.
- F) Payment for a Travel Trip is to be done by cheque, non-refundable, and must accompany sign-up. Post-dated cheques are not accepted.
- G) The purchaser of a ticket is responsible for finding a replacement if she cannot travel. The Travel Chair may have a waiting list.
- H) Should the Club need to cancel Travel plans, any monies paid shall be returned.
- I) The Chair shall submit a balance sheet and final report to MC at the conclusion of a trip, when a Tour Company is not used. If a Tour Company is used, a report will provided.

ARTICLE IX: SPECIAL EVENTS POLICIES

- A) The Chair, or her designated committee member, has the authority to act as an agent of the Club for negotiating and signing contracts for events (e.g. Christmas entertainment, lunches, venues, etc.)
- B) Registration for events is on a first come, first served basis and a list of chronological participants is retained.
- C) Payment for an event can be done by cash, cheque or *etransfer to camrivprob@gmail.com*
- D) The purchaser of an event ticket is responsible for finding a replacement if she cannot attend. Purchaser is required to advise the Special Events Chair if the member cannot attend and/or if another member will attend in her place.
- E) Should the Club need to cancel a planned event, any monies paid shall be returned.
- F) The Chair shall present a balance sheet and final report to MC at the conclusion of each event.

APPENDICES

Page 7 - Terms of Reference / Duties and Responsibilities

Page 21 - Privacy Policy

Page 22 - Travel Waiver Form

APPENDIX A

MANAGEMENT COMMITTEE

TERMS OF REFERENCE

The Club shall be managed by an MC consisting of the President, Immediate Past President, President Elect, Recording Secretary, Treasurer, Communications/Technology Coordinator (C/T), optional Member-At-Large and the Chairs or Designate of the Facility, Membership, Program, Special Events, Travel, Newsletter and Public Relations Committees. The role of the Management Committee is to direct the affairs of the club, ensuring consistency with the Constitution, By-Laws and Policies and Procedures of the Women's Probus Club of Cambridge Riverside.

The President, President Elect or Past President shall preside at all meetings of the Club and the MC.

EXECUTIVE OFFICERS DUTIES & RESPONSIBILITIES

The President shall:

- a) Ensure that all actions of Management and all committees and activities are in accordance with the policies and practices of Probus Centre-Canada Inc. and the Constitution, By-laws and Policies & Procedures of this Club.
- b) Serve as the official spokesperson for this Club and represent this Club at all Probus Meetings and appropriate functions
- c) Plan and chair monthly Management and General Meetings.
- d) Vote only to decide a tie.
- e) Act as one of the signing officers of the club's bank account.
- f) Act as ex officio member of all committees of the club except the Nominations Committee.
- g) Ensure that the club's financial books are reviewed annually.
- h) Prepare a written report for the AGM.
- i) *Decide by 7 a.m., when special circumstances occur (e.g. weather), to cancel a General Meeting and advise the C/T Coordinator to email membership of that decision. Advise the Manager of the Portuguese Club of the decision. Will also ensure that the protocol is outlined in the newsletter in September.*

The President Elect shall:

- a) Become familiar with all aspects of the President's position and assist as required.
- b) Act as one of the signing officers on the Club's bank account/s.
- c) Serve as a member of the Special Events Committee.
- d) Liaise with Coordinators of the Interest Groups to ensure that only current Probus Cambridge Riverside members are participants and a protocol is established in the event of a cancellation.
- e) Be responsible for the Mystery Woman committee.
- f) Prepare a written report for the AGM.

Recording Secretary shall:

- a) Record minutes for all General Meetings and Management Meetings and arrange distribution.
- b) Record and distribute agendas as required
- c) Maintain a Record of Motions that is updated annually and arrange distribution to each management member *at the* beginning of each new membership year.

Communications/Technology Coordinator shall:

- a) Distribute information to members via email as required.
- b) Accept correspondence and correspond on behalf of the Club when requested by MC.
- c) Monitor Club's designated email address: redirect any queries or information.
- d) Maintain a filing system for all correspondence, documents and pictures on USB drives.
- e) Maintain web site data and forms.
- f) Create member name tags as required.
- g) Notify members of the death of a member, through email and newsletter.
- h) Accept and distribute Management Reports at year-end.
- i) Other tasks as required that relate to technology.

The Immediate Past President shall:

- a) In the absence of the President and President Elect, Chair the Management and General Meetings.
- b) Serve as a member of the MC.
- c) Chair the Nominating Committee.
- d) Chair the Past Presidents' Committee.
- e) Review the By-Laws and Policies & Procedures and propose any required changes to the MC as soon as possible, commencing with the 2021-22 year.
- f) Purchase card and gift not to exceed \$100.00 (including taxes) for outgoing President for presentation at the AGM.
- g) Prepare a written report for the AGM.

The Treasurer Shall:

- a) Serve as a signing officer of the Club's bank account(s).
- b) Arrange for the signatories (President, President Elect, Treasurer, Assistant Treasurer) to sign bank documents as soon as possible after Elections
- c) Ensure electronic access to bank accounts by the Treasurer, Assistant Treasurer and President, not including cash withdrawals/transfers.
- d) Manage investments.
- e) Chair the Finance Committee

- f) Collect and deposit all monies received by the Club using a co-signed tally sheet when monies are received by cheque or cash. Complete an itemized deposit sheet for the bank.
- g) Notify membership chair *and special events chair* when fees are received by etransfer.
- h) Ensure that all bills for goods purchased or services rendered are promptly paid by cheques signed by two of the four signatories.
- i) Record all financial transactions in a general journal and account ledger based on generally accepted accounting practices. Records will include: the budget, monthly and annual reports; deposit sheets; bank statements; receipts and expenditure statements from members and any relevant correspondence.
- j) Work with Committee Chairs and the MC to prepare the annual budget.
- k) Submit a monthly financial statement to the MC including an ongoing budget record for committees.
- l) Present the proposed annual budget for approval to the MC prior to financial year end, April 30th. Present the annual budget to the membership for approval at the AGM.
- m) In cooperation with the President, arrange for an annual review to be completed by two qualified members in May.
- n) Present the approved, reviewed financial statements at the AGM.
- o) Ensure that the membership / insurance fee is submitted to Probus Centre-Canada, Inc. is submitted by the date stipulated (**Dec 31st**)**
- p) Ensure that all financial records are retained for the previous seven years.
- q) Prepare a written report for the AGM.
- r) Ensure assistant treasurer is familiar with financial records and system.

Assistant treasurer shall:

- a) Serve as a member of the Finance Committee.
- b) Serve as a signatory for bank documents.
- c) Be familiar with financial records and system.
- d) Represent Treasurer at MC when required.

The Member-at-Large shall:

- a) Serve in *this position* with full voting privileges when invited by MC. *She will serve no longer than one year.*
- b) *Assist on various areas of responsibility within the MC as requested.*
- c) *Chair an ad hoc committee when requested.*

PAST PRESIDENTS' COMMITTEE

TERMS OF REFERENCE

The Past Presidents' Committee, chaired by the immediate Past President, consists of all Past Presidents. The committee shall meet at least once per year and act as a review board on any matter referred to it by the President. The Chair of the committee should inform the current club President of any matter which the committee feels would benefit the club.

FINANCE COMMITTEE

TERMS OF REFERENCE

The Finance Committee chaired by the Treasurer, includes the President and the Assistant Treasurer. The role of the committee is to establish the budget for the fiscal year in conjunction with input from management, to nominate 2 qualified club members to review the past year's financial records, and to make recommendations regarding the annual membership fee. Electronic access to the bank account will be held by the Treasurer, the Assistant Treasurer and the President.

FACILITIES COMMITTEE

TERMS OF REFERENCE

The role of the Facilities Committee is to negotiate and communicate with the manager of the facility and committee chairs to ensure that the meeting room is set up for regular meetings, with refreshments as required.

DUTIES AND RESPONSIBILITIES

Chair shall:

- a) The Chair, in conjunction with the MC, shall negotiate the contract for the meeting venue.
- b) Arrange for the meeting room and refreshments for all regular meetings of the Club meeting room arrangements and special presentation aids for presenters.
- c) Work in close coordination with the venue manager and other MC members to coordinate any special requirements to the facility e.g. AV equipment, # of tables etc.
- d) Set up room no later than 30 minutes prior to the start of every club meeting. Ensure table signs (e.g., President, Preferred Seating, Late Comers, Inductees), dated sign-in sheets, numbers, sanitizer, candies, pens are on tables, and that masks are available at front table. Arrange pickup of sign in sheets at break, summarize and record attendance numbers. Give sheets to membership chair.
- e) Arrange for the safe storage of the Club Possessions.
- f) Arrange that each member is given a randomly selected table number indicating where they are to sit for each meeting, except for those sitting at a reserved table, and the Christmas and June Luncheons.
- g) Oversee the posting of items on the Bulletin Board, which will be both Probus and Community information/events.
- h) Recruit committee members and assign tasks as required (e.g. handing out table #'s, collect sign in sheets, etc.)
- i) Manage committee activities within allocated budget
- j) Attend the monthly MC meetings or arrange a designate
- k) Present a committee report at each MC meeting
- l) Present information at General meetings, as required
- m) Submit appropriate information to the Newsletter Editor, when required.
- n) Maintain records, which should be passed on to the incoming committee chair for reference and action, as required
- o) Prepare a written report of the committee's activities for the AGM
- p) Provide in depth orientation to successor

Members shall:

- a) handout table numbers to members.
- b) collect sign-in sheets at break time.
- c) collect other table items (e.g., pens, candies, dishes, favours, sanitizer, etc.) at the end of meeting.
- d) other duties as required

MEMBERSHIP COMMITTEE

TERMS OF REFERENCE

The role of the Membership Committee is to enroll new members, renew memberships, maintain a roster of current members and update the MC as it changes. The membership list is not to be used for commercial purposes.

DUTIES AND RESPONSIBILITIES

CHAIR SHALL:

- a) Attend monthly MC meetings and present a report at each meeting.
- b) Recruit at least two additional members for the Membership Committee and provide them with the Duties and Responsibilities.
- c) Hold committee meetings as required.
- d) Present Membership Committee reports at General Meetings as required.
- e) Maintain up-to-date records of each member's name, address, email, phone number for annual distribution to all members in the Membership Directory in coordination with the Secretary.
- f) Maintain additional information about members which is made available to the Management Committee only as needed, such as: vocation, interests, service preferences, emergency contact information.
- g) Provide list of new name tags, for completion before a Club Meeting, by C/T. Management committee, special needs (e.g. no photo, seating, etc.) members, and guests will be identifiable by their name tag.
- h) Receive nominations of prospective members from current members.
- i) Liaise with Public Relations to recruit new members through brochures, ads, and information sessions, when necessary to maintain membership numbers.
- j) Maintain a waiting list of prospective members on a first-come-first-served basis, including sponsor name and date of meeting attended.
- k) Contact the next eligible member on the waiting list when there is room. Give them the new member package and assist with their induction into the Club.
- l) Receive notice from members concerning guests who will be coming to a meeting and inform the General Meeting Chair and the Facilities Chair. Give them information about the Club if they are interested. Make sure they know they are not eligible to buy Mystery Woman tickets. Keep a list of guests who have attended a General Meeting.
- m) Keep an electronic copy of all forms and information and print only if necessary.
Order membership pins from Probus Canada as needed.
- n) Coordinate annual fee payments and deposits to the Club's bank account with the Treasurer.
- o) Coordinate preferred seating for guests and members with special needs with the Facilities Chair.
- p) Review and update application and membership renewal form and present to M/C in March for approval.
- q) Prepare budget with the Treasurer and manage expenditures within allocated budget.
- r) Prepare new members packages, maintain a supply of member, president and past president pins.
- s) Retain attendance sheets from each Club meeting for one year. Retain application form, renewal form, and privacy form. Travel waiver is given to Travel Chair.
- t) Distribute and collect membership renewal forms by June 20th.
Prepare a written report of the Membership Committee's activities for the AGM.
- u) Provide in-depth orientation to successor.

Membership Data Recorder shall:

- a) Maintain membership list, and provide to C/T for distribution to members approximately on November 1 and February 1. This list will include name, address, phone and email address.
- b) Receive application and renewal forms from Membership Chair and update membership list.
- c) Record new member information related to past work, hobbies and interests and prepare a list of this information for the MC use.

Name Tag Coordinator shall:

- a) Display member name tags in alphabetical order at each meeting.
- b) Advise Membership Chair of any missing name tags.
- c) Display name tags for guests.
- d) Assist with any special needs as required by the Membership Chair.

NEWSLETTER COMMITTEE

TERMS OF REFERENCE

The role of the Newsletter Committee is to communicate ongoing and upcoming Probus events and other pertinent information to members, e.g., New members, activities, travel, By-Law Changes and ongoing Probus affairs. Newsletters will be emailed to all members. Anyone without an email address can receive a paper copy.

DUTIES AND RESPONSIBILITIES

Editor Shall:

- a) Collect and edit material obtained (from the MC and Interest Group Coordinators) and produce a monthly Club Newsletter.
- b) Provide newsletter to the C/T for electronic distribution to the Members.
- c) Direct assistant when additional mailings are required. Prepare a written report for the AGM.
- d) Provide in-depth orientation to successor.
- e) Liaise with Public Relations Chair and C/T Coordinator to obtain photos for the newsletter.

Newsletter assistant shall:

- a) Mail newsletter to members who do not have email address.
- b) Collect 10 self-addressed, stamped envelopes from members with no email for newsletter mailing.
- c) Inform Editor if any problem with mail outs.
- d) Retain envelopes and stamps in the event special emails are sent and require an additional mailing as directed by Editor.
- e) Members will receive a newsletter 10 times per year, except under mitigating circumstances.

NOMINATING COMMITTEE

TERMS OF REFERENCE

The Nominating Committee, chaired by the immediate Past President, consists of one other Past President and 2 appointed regular members, in good standing, who are not running for office. The role of the nominating committee is to find people to serve in leadership positions on the Management Committee.

DUTIES AND RESPONSIBILITIES

CHAIR SHALL:

- a) Recruit Committee members as specified within the terms of reference, and publish such vacancies in the Newsletter.
- b) Schedule committee meetings and develop a strategy early in the year
- c) Determine which positions will be vacant.
- d) Ensure candidates have a copy of the Club Bylaws and Policies and Procedures for review of position requirements.
- e) Publish nominees' names as developed, and ask for further nominations
- f) Prepare and Publish a slate of nominees 30 days prior to the AGM
- g) At the AGM, present the slate of candidates who have agreed to stand for election to the MC
- h) Ask for additional nominees from the floor, and if nominated, obtain their consent to stand
- i) Hold elections (obtain 3 members as scrutineers if required): vote by show of hands or by ballot
- j) If a vacancy occurs on the MC during the year, recruit members to fill the vacancies, in consultation with the MC
- k) Present a report to the monthly MC meeting
- l) Present information at Club meetings, when required
- m) Maintain records on potential candidates and all members contacted
- n) Provide orientation to successor

MEMBERS Shall:

- a) Attend meetings when scheduled
- b) Assist with developing a strategy
- c) Contact members, identified by the team, to enlist participation as a nominee
- d) Other duties as required by the Chair

**PROGRAM COMMITTEE
TERMS OF REFERENCE**

Membership consists of the Chair, volunteers and, the Chair or her delegate of the Special Events Committee. The role of the Program Committee is to plan programs of interest to the Club Membership for meetings throughout the year with the exception of Christmas.

DUTIES AND RESPONSIBILITIES

PROGRAM COMMITTEE ROLE

The Program Committee is responsible for organizing interesting and informative speakers for 9 meetings per year and for introducing a member with a “Probian Profile” at 5 meetings per year.

CHAIR SHALL:

- a) Recruit members for the committee
- b) Ensure President-Elect, President, Recording Secretary and C/T are included in all committee communication and meetings
- c) Plan regular program committee meetings (monthly or every other month) as needed
- d) Send out an agenda for each meeting in advance and minutes after each meeting
- e) Chair program committee meetings
- f) With the committee, review speaker suggestions and committee chooses speakers that will be contacted to determine their availability and interest in speaking to our club.
- g) Submit a brief report for the monthly Management Committee agenda
- h) Attend Management Committee meetings or designates an alternate to attend
- i) Prepare and submits a Program Committee report for the Annual Report
- j) Prepare and submits an annual budget request to the Management Committee
- k) Coordinate speaker arrangements with AV, additional tables or guests, newsletter and treasurer for honorarium
- l) Ensure that Speaker Confirmation Letter is updated as needed

PROCEDURE FOR SPEAKERS

MEMBER SHALL:

- a) A person from the committee contacts the proposed speaker and advises the committee if the person is available.
- b) Using a template prepared by the committee, a personalized confirmation letter is sent to the speaker confirming details such as date, time, length of talk, AV requirements, etc.
- c) The speaker bio and photo are sent to the Newsletter Chairperson before the deadline date for the newsletter. (Currently the 20th of the preceding month).
- d) A cheque requisition form is submitted to the Treasurer for payment of the honorarium if one is being given.
- e) For speakers who are not given honorariums, a gift basket is purchased from Reid’s Chocolates and a requisition for reimbursement is sent to the Treasurer.
- f) People are designated to introduce, coordinate the question time and thank the speaker at the general meeting.
- g) A thank you card with an appropriate note is prepared and the cheque inserted at the meeting for presentation to the speaker by the person designated to do the thank you.

PROCEDURE FOR PROBIAN PROFILE

- a) The Probian Profile is presented at 5 meetings per year: January, March, May, September and November to provide an opportunity to get to know our members.
- b) A member of the club is chosen at random and asked if she is willing to be the Probian Profile for that month.
- c) If she agrees, she is sent a list of questions which she may answer as she chooses.
- d) The person introducing the Probian Profile reviews the answers and prepares a short presentation about the Probian Profile.
- e) At the meeting, the Probian Profile honoree is invited to stand at the front while their bio is read.
- f) She is presented with a rose as a thank you.

March 31, 2023

PUBLIC RELATIONS COMMITTEE

TERMS OF REFERENCE

The role of the Public Relations Committee is to publicize the Club and its activities. Greeters and Cheer/Visiting coordinator are members of this committee. The Chair is the official photographer for the Club.

DUTIES AND RESPONSIBILITIES

CHAIR SHALL:

- a) Arrange for the Club to have a Greeters Coordinator, a Cheer/Visiting Coordinator.
- b) Act as Club photographer and take photographs at Club meetings and events and provide these to the Newsletter Editor. When necessary, provide pictures to C/T Coordinator.
- c) Coordinate external media requirements in cooperation with the President.
- d) Prepare budget with the Treasurer and manage expenditures within allocated budget.
- e) Attend the monthly MC meetings or arrange for a committee representative to attend.
- f) Present a committee report at each MC meeting.
- g) Present information at general meetings as required.
- h) Maintain records, and pass these on to the successor with an in-depth orientation.
- i) Prepare a written report of the committee's activities for the AGM.

Greeter Coordinator Shall:

- a) Ensure that there are two greeters at each meeting and provide their names to the Newsletter Editor and President before the Club meeting commences.

Cheer/Visiting Coordinator shall:

- a) Encourage members to notify her of the death/surgery/serious illness of a member
- b) Encourage members to notify her of serious illness or death of a spouse/child/parent/in-law/ sibling (including half and step-siblings) or other significant person of a member.
- c) Send an appropriate card to the member.
- d) Request the Treasurer make a donation of \$50 to mark the death of a member and where the donation is to be made. Provide an address for the member's family to acknowledge donation.
- e) Provide to Chair at meeting a list of members to whom a card was sent and the general purpose of the cards.

**SPECIAL EVENTS COMMITTEE
TERMS OF REFERENCE**

Membership consists of the Chair, the President Elect, volunteers and when invited the Chair or her delegate of the Program Committee. The Special Events Committee plans the menu with the Venue Manager and entertainment (if any) for the December banquet. They also plan the menu or refreshments for the June Luncheon and any other celebrations as directed by the MC.

DUTIES AND RESPONSIBILITIES

CHAIR SHALL:

- a) Recruit committee members and familiarize them with the terms of reference
- b) Prepare budget with the Treasurer and manage expenditures within allocated budget.
- c) Negotiate and sign contracts, as agent of Club, for event(s)
- d) Arrange entertainment for Christmas event
- e) Liaise with Venue Manager for event requirements, secure approval from the team and then the MC.
- f) Collect and record monies for events and submit to Treasurer using the approved protocol
- g) Obtain reimbursement for purchases.
- h) Attend monthly MC meetings or arrange a designate.
- i) Present a report at the MC meeting
- j) Attend the Program Committee meetings and share responsibilities for events, when required.
- k) Present information at General Meetings, as required.
- l) Prepare a report of the Committee's activities for the AGM
- m) Maintain records, which will be passed on to the successor for reference and action as required.
- n) Submit appropriate information to the Newsletter Editor by deadline

MEMBERS SHALL:

- a) Participate at Committee meetings, provide ideas and suggestions (e.g. St. Valentine's Day, St. Patrick's Day, Probus Month) and vote on outcomes
- b) Purchase supplies and food as required
- c) Assist with creating table favours, centerpieces, door prizes, etc.
- d) Assist at planned events (e.g. event registration, distribute door prizes, participate in program specials, etc.)
- e) Other duties as required by the Chair

TRAVEL COMMITTEE

TERMS OF REFERENCE

Membership consists of the Chair and volunteers. The role of the Travel Committee is to plan travel events for members.

DUTIES AND RESPONSIBILITIES

TRAVEL CHAIR SHALL:

- a) Maintain records (written and monetary) of all travel functions, including monies and list of participants.
- b) Recruit Committee members and schedule meetings as required.
- c) Attend the monthly MC meetings and present a report.
- d) Provide information at the General Meetings, as required.
- e) With the Travel Committee, plan, organize and implement travel outings (venue, transportation, tickets, restaurant and/or hotel accommodations) and arrange for an escort to accompany the trip; or plan and facilitate trips with a Travel Tour Company.
- f) For Club organized trips, set budget, arrange signup (receive cheque and issue receipt), negotiate and sign contracts, verify all participants have a Travel Waiver Form on file, and arrange a tour escort.
- g) Calculate the Cost of a travel event as close as possible without causing a deficit to the Club.
- h) Submit collected monies for travel to Treasurer or to a Travel Tour Company (if the trip is arranged through one).
- i) Arrange and pay deposit(s) and pay final invoice for tickets, bus, restaurant, and hotel, when required.
- j) Submit reimbursement request to Treasurer.
- k) Submit balance sheet and final report of Club organized trip to MC at completion of trip.
- l) Prepare a written report for the AGM.
- m) Provide in-depth orientation to successor.

MEMBERS SHALL:

- a) Present and support new trip ideas.
- b) Assist with contacting and coordinating venues, bus companies, lunch/dinner locations, hotels, etc.
- c) Create advertising and ticket receipts for Club organized trips
- d) Participate in promoting trips, as required
- e) Assist with signups of participants and collection of cheques at Travel Table
- f) Escort Club trips, when requested
- g) Other duties as required by the chair.

INTEREST GROUP COORDINATORS

Coordinators are not members of MC

Coordinators arrange dates and location where required

Coordinators facilitate teams (and spares) or member lists, where required

Coordinators submit notices to Newsletter Editor, when required

All groups are self sufficient

NOTE: euchre and bridge collect a *fee* from each participant to facilitate special Christmas and June events and provide prizes, as managed by the Coordinator.

NOTE: Coordinators may require assistant(s), e.g., scorekeeper, gift buyer

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**APPENDIX B
PRIVACY POLICY**

NAME(Print)

- 1) The personal information of each member belongs to that person only and cannot be lawfully released to third parties without the specific consent of the individual concerned, preferably in writing.
- 2) The personal information of members is collected for club purposes and to complete a roster to be circulated to club members.
- 3) The personal information of members will NOT be released to a third party by the Club for ANY reason without the member's consent.
- 4) If the Club has a website or the Club maintains a website, personal information of members will not be published on the website.
- 5) The personal information of members will NOT be available through or on websites maintained by the Club or Probus Centre Canada.

I have read the above policy and agree to publication of personal information intended for the exclusive use of the Women's Probus Club of Cambridge Riverside.

Signature _____ Date _____

Personal Information and Privacy (adapted from Probus Canada's website)

While Probus is a non-political, non-sectarian, non-profit series of autonomous clubs with no commercial agenda, it does exist as an organization dedicated to providing fellowship and learning opportunities for its members.

The Probus Club collects only basic contact information for the functioning of the club and such information is part of the membership application process. Such information, name, address, phone number, and an email address is generally in the Club's Membership Directory, accessible only by paid members with a password, and is not considered sensitive information by government legislation.

The Privacy Act of Canada applies only to government agencies. PIPEDA, Personal Information Protection and Electronic Documents Act, applies only to organizations that engage in commercial activity. *Neither Act applies to Probus.* There is no federal act that applies to non-commercial organizations such as Probus.

Basically, the government acts pertinent to privacy of information do not apply to a non-commercial, non-profit organization that collects "non-sensitive information". i.e. name, address, and phone number.

Email addresses are becoming the norm in contacting members.

Women's Probus Club of Cambridge Riverside, Privacy Policy May 2020

APPENDIX C
TRAVEL WAIVER FORM

NAME: _____

Registration Form for Outings and/or Tours

PARTICIPANTS DECLARATION

I hereby apply to participate in an outing/tour and in so doing agree that while participating:

- I understand that I am the person who is fully responsible for the state of my health and I undertake to do all that is necessary so as not to place other participants under stress or duress or to put them in danger because of the state of my health or my behavior.
- I declare that to the best of my knowledge I am fit enough to undertake outings/tours and agree to advise the Travel Committee immediately should my state of health change.
- I declare that I will only participate in activities when I am physically capable.
- In the case of accident, illness or emergency while on an outing/tour please contact:

Name: _____ Relationship: _____

Telephone: _____ Cell: _____

Address: _____

City: _____ Postal Code: _____

Privacy Statement: Information provided shall be kept private and confidential within the confines of the Women's Probus Club of Cambridge Riverside.

Signed: _____ Date: _____