



General Statement of the

Operational & Management Guidelines

For

The Combined Probus Club of Wheelers Hill Inc.

REGISTERED CLUB NO. 58449

Operational & Management Guidelines

CONTENTS

- 0 Version control page
- 1 [Club Operation & Management Guidelines Overview](#)
- 2 [Membership](#)
- 3 [Meetings](#)
 - 3.1 [General](#)
 - 3.1.1 [Venues](#)
 - 3.1.2 [Emergencies](#)
 - 3.2 [Food Service](#)
 - 3.3 [Outing and Tours](#)
 - 3.3.1 [Cancellations and Refunds](#)
 - 3.4 [Activities](#)
 - 3.5 [Accident Reporting Procedure](#)
- 4 [General Security including the Handling of Money](#)
- 5 [Risk Management Policy](#)
 - 5.1 [General statement](#)
 - 5.2 [Disclaimer](#)
 - 5.3 [Safety and Protocol](#)
 - 5.3.1 [Meeting Venue](#)
 - 5.3.2 [Food Service](#)
 - 5.4 [Activities, Outings and Tours](#)
 - 5.5 [Handling of Money](#)
 - 5.6 [Other Risk Management Issues](#)
 - 5.7 [Risk management Forms](#)
- 6 [Other issues](#)

Operational & Management Guidelines

ATTACHMENTS

1. Job Descriptions
 - (a) [The Role of the Management Committee](#)
 - (b) [President](#)
 - (c) [Vice President](#)
 - (d) [Secretary](#)
 - (e) [Treasurer](#)
 - (f) [Outings Officer](#)
 - (g) [Activity Coordinator\(s\)](#)
 - (h) [Hospitality Officer](#)
 - (i) [Membership Officer](#)
 - (j) [Program Officer](#)
 - (k) [Newsletter Editor](#)
 - (l) [Welfare Officer](#)
 - (m) [Webmaster](#)
2. [Committee \(Office Bearers\) Nomination Form](#)
- 3a. [Registration Form for Meetings, Outings or Tours and Activities - Members](#)
- 3b. [Registration Form for Meetings, Outings or Tours and Activities – Non-Members](#)
4. [Accident/Injury/Incident Report Form](#)
- 5a. [Membership Process Steps](#)
- 5b. [Notice to applicants for membership](#)
- 5c. [Membership Application form](#)
- 5d. [Membership application Office Use Only](#)
6. [Privacy Statement and Privacy Permission Return](#)
7. [Funds collection procedure](#)
8. [Procedure for Induction of New Member\(s\)](#)
9. [Procedure for Installation of a President](#)
10. [Document Change Process](#)

0. DOCUMENT VERSION CONTROL PAGE

Note: When updating the body of this document, clear the yellow background highlighting from previous changes, then insert new changes into the body of document and highlight in yellow, change the date in the footer and update this page to record the change details.

If updating an attachment, clear the yellow background highlighting from previous changes, then insert new changes into the attachment and highlight in yellow, change the date at the top of the attachment then update the date in the footer of the document and update this page to record the change details. (This is required as Attachments are often detached from the main document for everyday use and may still be current even if the main document has been updated.)

DATE	CHANGE DESCRIPTION	AUTHOR
18/05/2016	Changes to Activities 3.4, Activity Coordinators Job Description and the Membership Process.	Warren Gribble (See Note 1)
23/11/2016	Changes to the attachment 1, Membership Officer's Job Description.	Warren Gribble (See Note 1)
24/03/2017	Change to O and M Guidelines form 3b - PSPL has increased the annual charge insurance charge for non member participants.	Warren Gribble (See Note 1)
25/08/2017	Attachment 5, a process for sponsorship of persons unknown to club members when applying for membership, and amendments to 3.3 Outing, Tours and Activities, Outings Officer Job Description and Outings Committee.	Warren Gribble (See Note 1)
18/8/2018	Changes to the sections 3.3a and 6d of the O & M Guidelines relating to the process of approval of Club Outings, Tours and Activities.	Warren Gribble (See Note 1)
27/05/2019	Changes to the attachments 3b and 5. These changes relate to the cost of non member participation and a revision of the membership application form.	Eleanor Allan
11/08/2019	Added version control (this page) Reformatted and standardised document, repaginated & added date and document name to attachments. Added attachment (1m) - Webmaster job description.	Ray Binks
03/09/2019	Added bookmarks & hyperlinks for indexing into document	Ray Binks
06/09/2019	Renamed "5.6 Forms" to "5.6 Risk Management forms" to avoid confusion when accessing other forms. Updated appendix 5d to align with update in Bylaws 3d & 3e (Average age used in lieu of age 65 for assignment to list A versus list B.)	Ray Binks
07/09/2019	Standardised the Probus South Pacific Name as Probus South Pacific Limited. (PSPL). Updated job descriptions for Vice president, Hospitality Officer, Membership Officer, Newsletter editor and Webmaster to reflect actual duties being performed.	Lynn Carter Ray Binks
08/09/2019	Added return to top link (↑) to end of each paragraph and appendix.	Ray Binks
17/09/2019	Updated appendices 2 & 5b to remove guidance text from where the actual text should be written. Eg Presidents name, Secretaries name and dates and days Etc.	Ray Binks
09/01/2020	Removed a few remaining format errors that had been overlooked after the previous major format exercise on 11/08/2019. There are no alterations to the meaning of the text. <ul style="list-style-type: none"> - Text alignment 3.1.1.c(i), 4(b), 5.3.1(d), 5.7(a-c), 6(d)(iii), activity co-ordinator para 1. - 5.1 changed to lower case. - 5.2, 3rd paragraph, changed "within in" to "within", - 5.7 (a-c) Changed to lower case and reinserted dots in footnotes. - Attachment 1(b), President Job description dot point 1, added "s" after meeting & full stop after dot points. - Attachment1(g), Activity coordinator dot point 4, added "Attachment" in front of 3(b) and 4. 	Ray Binks

	<ul style="list-style-type: none"> - Attachment 1(i), Membership officer, Member induction, replaced "." with "," between Limited and invests. - Attachment 4, Accident form, removed X from accident box. - Attachment 7, Funds collection procedure, (7) Font size corrected. - Page 3 Corrected underline in link to attachment 3b. 	
13/01/2020	Some links were showing as purple (used) corrected to blue. There are no alterations to the text.	Ray Binks
07/02/2020	Moved section 5 Risk management to a new page. There are no alterations to the text.	Ray Binks
10/2/2020	Added attachment 10 – Document Change Process. Amended sections 3.3 & 3.4 – Clarification of the arrangements that apply for Outings Cancellations and Refunds.	Warren Gribble
22/03/2020	Corrected an error in link for attachment 9	Ray Binks

Note 1: *This change description and date were reconstructed from our Website. The feature that allows this information to be obtained was only implemented in May 2016, so details of earlier changes cannot be easily obtained. The author is assumed to be the Secretary at the time, based on the honour roll.*

1. CLUB OPERATION & MANAGEMENT GUIDELINES OVERVIEW

These guidelines are adopted by the Combined Probus Club of Wheelers Hill Inc. in recognition of the need to give Committee Officers and Leaders of Activities, Outings and Tours, confidence in their administrative functions within the Club.

Nothing in these guidelines is designed to restrict the enjoyment of members' participation in the activities of the Club. They are, however, designed to guide Club members in using appropriate procedures when they are involved in Club management and other activities. [↑](#)

2. MEMBERSHIP

Applications for membership will be completed on the approved application form (Attachment 5). The acceptance of the application and the priority for membership will be in accordance with the Club's By-laws. Before joining, prospective members will complete the Privacy Form (Attachment 6) and the Outings Registration Form (Attachment 3). New members will be issued with a Name Badge, Outings Badge and a copy of the Club's Constitution and By-laws. [↑](#)

3. MEETINGS

3.1 General

3.1.1 Venues

- (a) The Committee will appoint a member to be responsible for arranging the Meeting Venue and the various facilities required for the meeting.
- (b) The Committee, through the Membership Officer, will ensure that an accurate record of all members and guests attending the meeting is kept and that this list is available in the case of an emergency. Attendees must sign in on arrival and sign out if leaving prior to meeting closure.
- (c) The following safety matters should be given special consideration:
 - (i) All power leads, microphone cables and other fittings likely to be hazardous should be properly secured and covered in order to protect against the possibility of an accident.
 - (ii) All members should be made aware of the potential dangers of leaving handbags, briefcases, walking sticks and other personal items on the floor.
 - (iii) All tables and chairs should be safe for use.
 - (iv) Support and safety for members or guests with disabilities should be adequate.
 - (v) A First Aid Kit should be available at all meetings. The Kit will be of the type approved by St John's Ambulance and will be subject to regular checks by the Member/s appointed by the Committee for dealing with emergency situations at meeting venues. [↑](#)

3.1.2 Emergencies

The Chairman of the meeting will be responsible for managing any emergency arising in the course of a meeting. The Chairman should have ready access to a telephone. Examples of

appropriate procedures are as follows:

- (a) In the case of an emergency requiring the evacuation of the meeting venue the following matters must be addressed:
 - (i) Identifying of an appropriate assembly point that is known by all members.
 - (ii) Placing a call to the appropriate Emergency Services providing the precise nature of the emergency and the location of the meeting (using Map References)
 - (iii) Assembling of members at an identified evacuation point, where a check can be made against the official attendance list to account for all members and guests.
 - (iv) Liaising with Emergency Services personnel, should they attend the venue.
 - (v) Contacting the venue's owners/managers and advising them of the emergency.
 - (vi) Ensuring that an incident report is completed and lodged with the Secretary who should in turn advise Probus South Pacific Limited. This information may be required in the case of an insurance claim or other legal action.

NOTE 1: *When the Club meets in a venue such as an operating Club Room, reception Centre or Hotel these facilities will have their own evacuation procedures. It is the responsibility of the member(s) appointed to take charge in such an emergency to be aware of the Venue evacuation procedures and the designated assembly points. The responsible member(s) should ensure they liaise closely with the person(s) responsible for implementing the venue evacuation procedures.*

- (b) In cases where a member or guest has an accident, becomes ill or collapses during the course of the meeting:
 - (i) Seek immediate help from qualified members in the administration of First Aid (including CPR if required.)
 - (ii) Place a call to Emergency Services, providing the precise location of the meeting (using map reference) and the state of health of the patient, should the patient's condition require such action.
 - (iii) Ensure the patient has ample space and that other members, not involved in assisting the patient, are moved clear.
 - (iv) Ensure that all available information concerning the patient is available to the emergency services.
 - (v) Ensure that the next-of kin of the patient are notified at the earliest possible opportunity.
 - (vi) Ensure that an incident report is completed and lodged with the Secretary who should in turn advise Probus South Pacific Limited.

NOTE 2: *When the Club meets in a venue such as an operating Club Room, reception Centre or Hotel the operators of the venue should be advised of the details of any accident or illness and the action taken by the club. Where emergency services are involved this advice should be given ASAP.*

NOTE 3: *All members should be encouraged to carry with them their Probus Medical Card and members should be asked to sign an authority for authorised persons including emergency service officers to access this card in the case of an emergency. [↑](#)*

3.2 Food Service

An elected Hospitality Officer will be responsible for:

- (a) The purchase of suitable food and drinks to be served.
- (b) The organising of rosters of members to undertake the setting up of facilities for the service of refreshments and ensuring that members are acquainted with the safety requirements relating to the food service.
- (c) Ensuring that all tables to be used for the serving of refreshments are secure and that hot Water Urns are secure and not likely to be accidentally dislodged.
- (d) Ensuring that at the conclusion of the meeting all water containers are safely emptied and that all utensils are cleaned and stored hygienically.
- (e) Ensuring that self-catering will be governed by the statutory regulations on food preparation and handling. [↑](#)

3.3 Outings, Tours and Activities

- (a) Outings and Tours operated in the name of the Club shall be authorised by the Executive Committee after assessing the activity is safe for member participation and will be operated with due consideration for any risks involved and then advertised in advance in the Club Newsletter for members' information and interest in attending.

Members who are not Activity Coordinators, Committee members or Outings Officer may propose activities, which may be of interest to members. The proposal shall be made in a timely manner to the relevant Activity Coordinator, Outings Officer or other Committee member. This enables that the proposal is brought to the attention of the Executive Committee for consideration. Compliance with this process then ensures all interested members have the opportunity to participate should the activity be subsequently approved.

- (b) The Executive Committee should ensure that all members and non-members have completed the "Registration form for meetings, outings, tours and activities" (Attachments 3a & 3b)
- (c) The elected Outings Officer of the Club will be responsible to the Executive Committee for conduct of approved Outings and Tours.
- (d) The Outings Officer in charge of the Outing or Tour will ensure that an accurate record is kept of all members and non-members attending the activity and that this list is available in the case of an emergency. This list must be retained for 18 months.
- (e) The Outings Officer/Outings Committee Member in charge of the Outing or Tour should request that all members and non-members carry a current medical card to access in case of an emergency.
- (f) The Outings Officer/Outings Committee Member should have immediate access to a mobile telephone.
- (g) The Outings Officer/Outings Committee Member should be familiar with the Accident Report Form. (See Attachment 4) [↑](#)

3.3.1 Cancellations & Refunds

Once the relevant venue, outing/tour organizer or ticket agent is notified of, or paid for attendance numbers each attendee is the owner of the ticket/reservation.

Where a member or guest has paid for an outing and they are unable to attend, it is their responsibility to arrange disposal, transfer, or on-selling of their ticket, as applicable. It is not the responsibility of the relevant Activity Coordinator. The Activity Coordinator may advertise to other members the ticket is available from the relevant member. [↑](#)

3.4 Activities

- (a) All activities operated in the name of the Club must be authorised by the Committee. They should ensure that the activity is safe for member participation and that the activity will be operated with due consideration for any risks involved.
- (b) The Committee should ensure that all Members have completed the “Registration Form for Meetings, Outings or Tours and Activities” (Attachment 3a). Form 3a is completed by each new member upon induction and retained by the Membership Officer of the Club. In the case of any Non-Member Participant, the relevant Activity Coordinator shall ensure that the form for Non-Members, (Attachment 3b), has been completed prior to attendance at an approved Club event. Completed Forms 3b are to be returned by the Activity Coordinator to the treasurer along with any related donation.
- (c) The Committee shall appoint a member(s) as the Coordinator(s) of each activity and such person(s) will be responsible to the Committee for conduct of the activity.
- (d) The Activity Coordinator(s), or in his/her absence, the appointed Member, will ensure that an accurate record of all members and guests attending the activity is kept and that this list is available in the case of an emergency. This list must be retained for 18 months.
- (e) The Activity Coordinator(s), or appointed member, will assume responsibility for managing any emergency arising during the activity. This member should have immediate access to a telephone.
- (f) Activity Coordinator(s), and appointed members, should be familiar with the Club’s Operational & Management Guidelines, especially the Accident Reporting Procedure. If further information is required, the Coordinator(s) should contact the Vice President of the Club.
- (g) Activity Coordinator(s) should encourage all members and non-members who have made a donation to wear or carry their personal information Outing medical badges. [↑](#)

3.5 Accident Reporting Procedure

Accident/Injury/Incident Report forms (refer to Attachment 4) are available for all approved Club activities and a supply should be kept by the Vice President, Outings Officer and the Activity Coordinators for use as necessary. Members are to be encouraged to report all accidents as soon as they occur.

The Accident/Injury/Incident Report Form is to be completed, at the time of the accident. If this is not possible then it is to be completed as soon as possible after the accident.

After completion, the report must be handed to the Vice President, or in their absence the Club Secretary, who will forward the original to Probus South Pacific Limited, and retain a copy for Club records. All matters associated with the report relating to Insurance must be dealt with through Probus South Pacific Limited. [↑](#)

4. GENERAL SECURITY INCLUDING HANDLING OF MONEY

- (a) The Treasurer will be responsible to the Committee for the maintenance of the financial affairs of the Club as required under the Constitution.
- (b) The Treasurer may delegate responsibility for the collection of money being paid for Activities, Outings or Tours to the Coordinator(s) of such programs. It shall be the responsibility of the Coordinator(s) to record the receipt of these funds on lists or in receipt books that show clearly the names of the person making payments and the purpose for which the payment has been made. All funds must be lodged with the Treasurer for banking at the earliest opportunity with the exception of charges collected for activities held at premises such as the Lum Reserve Tennis Club which are paid direct to the venues representative. In the absence of the Treasurer, the President, Vice President, Secretary or acting Treasurer may deposit funds of the Club to the credit of the Club's account in the bank or other financial institution approved by the Committee. Ensure that any reimbursement required for a member's and non-member's prior payment is recorded and the member's and non-member's signature obtained to acknowledge receipt of same. The Treasurer should approve of a system that ensures that all money received is accounted for and correctly allocated. (Refer to Attachment 7). All payments made by the Club must be approved and paid by cheque carrying two authorised signatures. No payment should be authorised without evidence of the debt by way of invoice, voucher or receipt.
- (c) The Treasurer should ensure that an inventory of the Club's Assets is maintained that shows the date of purchase of the asset and the value of the item at the date of purchase. The Club Secretary keeps the inventory record. As the Club uses a "cash" basis for its accounting rather than an "accrual system" the need for depreciation is usually not necessary. It is essential that successive committees are aware of the assets of the Club and their location.
- (d) To ensure the continued financial stability of the Club and to ensure debts can be paid as they fall due, an Annual Budget, setting out anticipated Income and Expenditure, should be approved and this document should form the basis of the financial controls exercised by the Committee. [↑](#)

5. RISK MANAGEMENT POLICY

{As prescribed by Probus South Pacific Limited (PSPL)}

5.1 General statement

- (a) The club recognizes the need to ensure the minimization of the potential risks to members and visitors, which may occur as a result of their participation in the activities of the club.
- (b) It is important to the overall enjoyment of the club that potential areas of risk be identified and controls put in place to reduce the possibility of injury.
- (c) This policy is also designed to provide for Officers, Committee and Activity Coordinators, confidence in their administrative roles within the club.
- (d) Nothing in this policy is designed to restrict the enjoyment of members or visitor's participation in activities of the club.
- (e) The purpose of this policy is:-
 - (i) To reduce the risk of injury.
 - (ii) To protect the club and its members in the event of action being taken against the club, its Officers, Committee, Activity Coordinators or individual members. [↑](#)

5.2 Disclaimer

The Combined Probus Club of Wheelers Hill Inc. in no way claims this manual to be a comprehensive document covering all aspects of "Risk Management" which is likely to affect the operations of the club.

The document suggests a number of important areas that should be covered in order that a safer environment maybe provided for Members and Visitors.

Whilst every effort has been made to ensure issues related to "Risk Management" within the Combined Probus Club of Wheelers Hill Inc., the Management Committee and the Risk Management Coordinator (or nominated deputy) does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within in the document.

This Manual is provided on the basis that the Combined Probus Club of Wheelers Hill Inc. shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document. [↑](#)

5.3 Safety and Protocol

5.3.1 The Meeting Venue.

The Risk Management Coordinator shall ensure: -

- (a) First Aid Kit is available for use at all meetings.

- (b) A record of all members, guests or visitors attending meetings is maintained.
- (c) All power leads, microphone cables and other fittings are properly secured or covered.
- (d) All persons present are advised of the location of exits, evacuation assembly point and the procedures to be followed in the case of an emergency.
- (e) A list of emergency numbers is kept and maintained at all times.
- (f) Normal/reasonable duty of care is undertaken and observed. [↑](#)

5.3.2 Food service.

The Hospitality Officer shall be responsible for:

- (a) Club managed food and beverage services.
- (b) Rosters for the setting up and the cleanliness of facilities.
- (c) Good hygiene practices undertaken and observed.

(See Attachment 1 for Hospitality Officer's duties and Section 3.2 above regarding Health matters) [↑](#)

5.4 Activities, Outings and Tours

- (a) The Outings Officer, Activity Coordinators or alternates as nominated, shall oversee approved club activities where appropriate.
- (b) A record of members, visitors and guests attending shall be maintained and retained for a period of 18 months.
- (c) Any incidents/accidents/injuries are to be recorded and if necessary, for insurance purposes, be reported to PSPL. (Refer Attachment 4, Record Sheet) [↑](#)

5.5 Handling of Money (Refer also Section 4 above, Treasurer's Duties and Attachment 7)

The Treasurer shall be responsible for: -

- (a) The financial management of club funds under the direction of the Management Committee.
- (b) The Treasurer may delegate the collection of monies being paid by members/non-members for club activities to the Coordinators of such programs.
- (c) In the absence of the Treasurer, the President, Vice President, Secretary or acting Treasurer may deposit funds of the Club to the credit of the Club's account in the bank or other financial institution approved by the Committee.
- (d) The banking of all collected monies within two working days for insurance cover.
- (e) The Committee must approve all financial transactions made by the Club and ensure that all payments are made by cheque carrying two authorised signatures.
- (f) The Committee shall ensure that no payments are made without evidence of the debt by way of invoice, voucher or receipt.
- (g) A register of the Clubs assets shall be maintained.

Note - Cash based accounting system rather than an accrual system need not allow for depreciation of assets.

- (h) A Budget, setting out the anticipated Income and Expenditure, shall be adopted annually. [↑](#)

5.6 Other Risk Management issues

The Management Committee shall endeavour to address issues related to: -

- (a) Risk assessment and management.
- (b) Privacy legislation
(Refer Section 6(a) below and Attachment 6 for the Club Privacy Statement) [↑](#)

5.7 Risk Management Forms

- (a) Registration form for Outings, Tours and Activities for Members (Refer Attachment 3a)
- (b) Registration form for Outings, Tours and activities for Non Members (Refer Attachment 3b)
- (c) Accident/Injury/Incident Report (Refer Attachment 4)

Footnotes:

- *Many of the issues referred to in this policy statement have been addressed by the Club and specific details are referenced in this O & M Guidelines document.*
- *The Club will ensure that the Health and Safety of its members and visitors remain a priority at all times during activities.* [↑](#)

6. OTHER ISSUES

There are a number of issues arising, including from statutory regulations, which need to be understood in order to minimise risk for the Committee, Club Officers and Members. These include:

(a) The Privacy Act:

It is important for the Committee to understand the implications of the Privacy Act and to understand that the Club is not able to publish or in fact divulge any information about any member, including details of address, phone numbers, email addresses, birthdays or information concerning a person's health, without the written consent of the person. If the Club publishes a members' directory the consent of each member must be obtained in writing before any details are published. A member may decline to give this consent, in which case any reference to that member must be left out of all publications. A member may decline to provide information, sought under the guidelines, relating to participation in Activities, Outings or Tours. Denying this person the opportunity to participate may be seen as discrimination, however, it should be made very clear to the person concerned that while all reasonable care will be taken to ensure their safety during the tour, their unwillingness to provide information means that in the event of an emergency they participate in the program at their own risk. All members shall be made aware of the Club's Privacy Policy and be required to complete the "Privacy Permission Return" (refer to Attachment 6).

(b) Health and Safety Regulations:

Members need to appreciate that they are required to adhere to the health and safety regulations as they relate to Public Gatherings, Organised Activities, Outings and Tours and Food Preparation and Serving. These issues have been addressed above but where there is doubt appropriate checks should be made with relevant authorities.

(c) The Associations Incorporation Act (1981) as amended from time to time:

This is the Act under which Victorian Clubs are incorporated. The obligations under the Act make it necessary to:

- (i) Appoint a Public Officer (very often the Secretary but not necessarily so) who will be the person responsible for reporting to the Registrar of Associations,
- (ii) Ensure that the Annual Return is lodged with the Registrar no later than five months after the end of the Club's Financial Year,
- (iii) Ensure that any amendments to the Club Constitution are lodged for approval by the Registrar,
- (iv) Understand that the requirements of the Act take precedence over any other regulation or rules from any other Probus Authority.

(d) Probus South Pacific Limited:

- (i) Probus South Pacific (PSPL) is the organisation, through which all Probus Clubs are licensed,
- (ii) All Clubs are required to adopt and operate under the model Club Constitution as has been modified to meet the requirements of The Associations Incorporation Act of Victoria,
- (iii) PSPL arranges the insurance cover for all Probus Clubs and it is essential that they be kept informed of any potential for claims against the guidelines.
- (iv) An Annual Return is submitted to the Probus Centre as a constitutional requirement and which includes payment of the required annual capitation fee for each listed member and selected number of non members who attend club activities.
- (v) A pro rata capitation fee is payable to PSPL for new members joining the Club throughout the year:-
 - Members joining between 1st April - 30th June – full capitation fee is payable,
 - Members joining between 1st July - 30th September – 75% of the capitation fee is payable,
 - Members joining between 1st October - 31st December – 50% of the capitation fee is payable,
 - Members joining between 1st January - 31st March - 25% of the capitation fee is payable. [↑](#)

THE ROLE OF THE MANAGEMENT COMMITTEE

The role of the Management Committee is to administer the Club's affairs in accordance with the constitutional documents (i.e. the Constitution, By-laws and this document) and ensure that all legal and constitutional requirements are met.

Unless the membership has delegated extended authority to the Committee by resolution, the Committee has no authority to make further decisions without the consent of members. The Committee may recommend to, but it must not dictate to members. Moreover, few committee discussions need to be kept confidential, unless they concern sensitive matters regarding individuals and which may prove potentially embarrassing, distressing or harmful to members, or might, if made public, involve the Club in litigation.

Notwithstanding the above, the Committee may review and amend its own Operational & Management Guidelines (this document), provided it complies with the requirements of the Constitution and By-Laws.

The Committee currently comprises the following positions -

President, Vice President, Secretary, Treasurer, Outings Officer, Membership Officer, Hospitality Officer, Program Officer, Newsletter Editor and Welfare Officer.



PRESIDENT JOB DESCRIPTION

- Should be familiar with the Constitution and By-Laws and have a copy available for reference at all meeting.
- Should understand how to chair a meeting (refer to The Probus Club Handbook) and begin and end meetings on time.
- Ensure that an agenda is prepared for the meeting and that Committee recommendations are brought to the membership for acceptance and ratification.
- Ensure that Club Constitution, By Laws and O&M Guidelines (this document) are up to date and electronic file copies are provided to the Club Web-Master.
- Induct all new members and to take the opportunity to meet all members, guests and visiting Probians on a fellowship basis.
- To remind members from time to time of the aims, objects and origins of Probus, and the importance of fellowship and friendship. This may be done at the commencement of each meeting. To advance Probus fellowship beyond your own club, members should be encouraged to read the official publications of the Probus South Pacific Limited, Probus News and to contribute reports, articles, letters or photographs. Perhaps invite the president of your sponsor Rotary club to special occasions (change-over, birthday meetings, Christmas meeting). It is a gesture that is greatly appreciated.
- Act as Deputy Risk Management Coordinator.



VICE PRESIDENT JOB DESCRIPTION

- The Vice-President shall understudy the President and assist the President where necessary.
- Manage the meetings in the absence of the President. This will require an understanding of the meeting procedures. (refer to The Probus Club Handbook)
- Act as the Risk Management Coordinator and to assist and liaise with the Activity Coordinators. Delegate Risk Management oversight for activities, when appropriate, to the relevant Activity Coordinators.
- At monthly meetings ensure that the meeting room is set up from a health and safety point of view – free from trips and falls and that exit doors are all unlocked.
- Work with the President and the Executive Committee on recruitment of new committee members.
- Support any committee member or Activity Coordinator as required.
- At each monthly meeting catch up with 1 - 3 members, if possible - use it to gain feedback on how the club is running (likes and dislikes) and any changes they would suggest.
- Talk to new members and guests and make them welcome at meetings.
- Organises the Christmas function.



SECRETARY JOB DESCRIPTION

The Secretary should be familiar with the Constitution, By-laws and Operational & Management Guidelines and ensure that there is a copy of each available for reference at meetings.

- Record minutes of Committee meetings and monthly general meetings and ensure that the President or Presiding Officer signs them at meetings.
- Prepare an agenda for each committee meeting and general meeting, including the Annual General Meeting, for which written notice is to be given.
- Record minutes of Annual General Meeting.
- Ensure the President or Presiding Officer signs the Minutes of the previous AGM.
- Ensure that notice of the election of officers is given and nomination forms are available one or two months before the annual Election of Officers and that they are returned as specified in the By-laws or Constitution.
- Answer all correspondence promptly. Correspondence should be presented to the committee and files of all correspondence should be maintained.
- Retains the Club Assets Inventory and records which member is holding any asset at that time. (Details provided by the Treasurer)
- In March of each year, after the election of officers, advise Probus South Pacific Limited of the names, addresses and telephone numbers of the incoming President and Secretary (for inclusion in the Probus Directory) and the number of club members, including honorary and life members if any (essential for insurance purposes). This annual return to the Probus Centre is a constitutional requirement.
- Before vacating office at the end of your term, brief your successor on Secretary's duties and any committee matters still pending or decisions still to be implemented and hand over all records.

and to:-

Act as Public Officer.

- Keep a register of names, addresses and such other information the Club may require, of all members. This is maintained in conjunction with the Membership Officer.
- Lodge an Annual Statement by Public Officer, on the prescribed form, with the Registrar of Consumer and Business Affairs Victoria, within one month after the AGM, accompanied by relevant information.
- Notify the Registrar of a change of Public Officer.
- Notify the Registrar of a change of Public Officer's address
- Comply with the Association's Incorporation Act 1981.



TREASURER JOB DESCRIPTION

The office of Treasurer is important; and while it is not essential to have accountancy qualifications it is desirable that the Treasurer at the least be familiar with elementary bookkeeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.

- The Treasurer should be aware of government concessions and taxation requirements for a Probus club and ensure that these are complied with.
- Ensure that the club has a bank account with cheque facility and keep control of the cheque book. Two signatories should sign all cheques, and there should be at least four (preferably more) signatories available; e.g. president, vice president, secretary, treasurer.
- Attend all meetings of the committee and submit a detailed monthly report; and present a summarized financial statement to the monthly general meeting. (If unavailable, arrange for deputy to present statement.)
- Prepare a budget each year, giving consideration to the annual financial commitments and the club's existing financial position, and recommend the amount of annual subscription.
- Collect annual subscriptions.
- Bank all moneys received within two working days (to comply with insurance requirements).
- In the absence of the Treasurer, the President, Vice President, Secretary or acting Treasurer may deposit funds of the Club to the credit of the Club's account in the bank or other financial institution approved by the Committee.
- Pay all accounts by non-negotiable cheque.
- Members incurring expenditure should submit itemised claims with receipts and should be reimbursed at each meeting.
- Reconcile Cash Book balance with Bank Statement and follow up on unrepresented cheques.
- Maintain close liaison with Club Secretary and Membership Officer (and the Public Officer) in keeping nominal roll up to date and also the financial status of members.
- Annually draw a cheque for Probus South Pacific Limited to include capitation fees, and Probus News subscriptions not forgetting to include life members, honorary members, and a nominal number (say 6-8) of non-members in the member count as determined annually by the Committee.
- Close books at the end of the financial year, submit accounts for audit and prepare a report for the Annual General Meeting.
- Arrange change of bank signatories after the A.G.M. (and at any time during the year if there should be an extraordinary change of signatories for any reason).
- Maintain an inventory of the Club's Assets that shows the date of purchase of the asset and the value of the item at the date of purchase. The Club Secretary retains the inventory record and records which member is holding any asset at that time.
- Hand over all books and records and brief the new Treasurer on duties.



OUTINGS OFFICER JOB DESCRIPTION

As it is usual to be organising, and at the same time receiving payment, for two or three outings in advance, it is important that there be one or more members assisting where possible.

- (a) The Outings Officer role has been split into two roles:-
- Outings Officer.
 - Outings Committee (3 additional members).
(The Outings Committee to be convened on an as needs basis.)
- (b) Responsibilities of the Outings Officer include:
- (i) Attend the Executive Committee monthly meetings. (unless a substitute is nominated)
 - (ii) Attend monthly General Meeting and make public announcements, seeking expressions of interest for proposed outing.
 - (iii) Shall co-ordinate and chair Outings Committee meetings and make the final decision as to whether to offer the outing to the club.
 - (iv) To set a proposed outing or nominate and organise once the Committee has decided on an outing.
 - (v) Prepare notice for the newsletter
 - (vi) Prepare pro-forma documents and templates as needed.
 - (vii) Attend quarterly Monash and Probus Victoria meetings if available.
 - (viii) Maintain liaison with other clubs with a view to arranging occasional joint outings.
- (c) Outings Committee
- (i) All members of the Outings Committee attend meetings.
 - (ii) All the following points are shared by the Committee as agreed at the Outings Committee meetings. However, the final responsibility rests with the Outings Officer.
 - Investigate and list suitable outings.
 - Ascertain feasibility, costs and booking details of proposed outings.
 - Consider any risk management issues/implications associated with an outing.
 - Submit list of proposed outings to the Executive Committee.
 - Book well ahead. Notify Newsletter Editor of arrangements for publication at least two months in advance of the date of the outings.
 - When announcing planned outings, advise date, time, place of departure and return, costs, contact's telephone number, clear directions (if members are to travel independently) and contingency plans.

- Collect money at a chosen date before each outing and keep complete records. (Refer to Attachment 7 - "Procedure for the collection of funds for Outings, Dine-out and Theatre.")
- Give all monies collected, including non-member subscriptions, to the Treasurer for banking and in the Treasurer's absence, *the President, Vice President, Secretary or acting Treasurer*, and request club cheques to cover the invoices from the various service providers.
- To ensure that any reimbursement required for a member or non-member's prior payment is recorded and the member's or non-member's signature is obtained to acknowledge receipt of same.
- Ensure members understand once they have paid for an outing and the ticket issued to them and they are unable to attend, it is that member's responsibility to arrange disposal, transfer, or on-selling of their ticket, as applicable. It is not the responsibility of the relevant Outings Officer. The Outings Officer may advertise to other members the ticket is available from the relevant member.
- Carefully record all expenses, such as postage and telephone calls, and submit to Treasurer, with receipts if possible, for reimbursement.
- In costing each outing ensure that all expenditure is covered, but as Probus is not a fund-raising body do not seek to make a profit.
- Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.
- Advise members of availability of Travel Insurance (Contact Probus South Pacific Limited for details). Ascertain from members whether they would like blanket travel insurance cover for the outing/trip.
- Ensure familiarity with the Operational and Management Guidelines document and especially Sections relating to the position namely, 3.3 Outings and Tours, 3.4 Activities (in part) and 3.5 Accident and Reporting Procedure. (Complete Activity Registration Form 3b and Accident Report Form 4 as necessary).



ACTIVITY COORDINATOR(S) JOB DESCRIPTION

The Club may operate a number of activities that are each managed by a Coordinator nominated by the Management Committee. The duties of the Coordinator include:-

- To be responsible for the effective running of a nominated Probus Activity Group.
- To liaise with the Management Committee through the Vice President and to make sure that all activities have the approval of the Committee thus complying with the Operational Guidelines and preventing overlaps with other activities.
- To ensure that a dated list of all members and non-members is recorded for each activity session. This list must be retained for 18 months for insurance purposes.
- To ensure they are familiar with the Operational and Management Guidelines document and especially pages relating to their position namely 3.4 Activities and 3.5 Accident and Reporting Procedure. (Complete Activity Registration Form attachment 3b and Accident Report Form attachment 4 as necessary).
- On receipt of a non-member insurance and club administration donation the Activity Coordinator will request the Membership Officer to supply a Visitor Outings badge for the use of the non-member whilst participating in Club activities.
- To encourage all members and non-members to wear or carry their Outings badge whilst participating in Club activities.
- To hand any monies collected for an advertised activity/outing or non-member insurance and club administration donation to the Treasurer for banking, and in the Treasurer's absence, the President, Vice President, Secretary or acting Treasurer, and make a request for a club cheque to cover the invoices from the various service providers. Refer to Attachment 7, "Procedure for the collection of funds for Outings, Dine-Out and Theatre".
- To ensure that any reimbursement required for a member's prior payment is recorded and the member's signature obtained to acknowledge receipt of same.
- Ensure members understand once they have paid for an activity and the ticket issued to them and they are unable to attend, it is that member's responsibility to arrange disposal, transfer, or on-selling of their ticket, as applicable. It is not the responsibility of the relevant Activity Coordinator. The Activity Coordinator may advertise to other members the ticket is available from the relevant member.
- To carefully record all expenses, such as postage and telephones calls and submit to the Treasurer with receipts for reimbursement. Note that in the running of each Group activity any expenses are to be borne by those attending that particular activity. Refer to Note on Attachment 7 for managing venue rental charge receipts.
- To assume responsibility for Risk Management of an Activity and managing any emergency arising during the activity. The Coordinator should have access to a mobile phone. A nominated deputy is to be appointed to assume responsibility, in the absence of the Activity Coordinator.



HOSPITALITY OFFICER JOB DESCRIPTION

The social aspect of club meetings is very important.

The Hospitality Officer:

- Reports to the Committee as required.
- Allocates and monitors tasks for the Morning Tea at General meetings.
- Ensures availability of equipment as required and that this is stored at venue or brought to each meeting if kept elsewhere.
- Purchases disposable cups, stirrers, and coffee, tea bags, sugar, milk, biscuits and plastic garbage bags for tea/coffee break.
- After the meeting, ensures clear up, disposes of garbage and stores equipment.
- Organizes the prizes etc for the Christmas Function.
- Be mindful of health issues in the service of food and beverages to members and visitors.



MEMBERSHIP OFFICER JOB DESCRIPTION

This officer has two main responsibilities, Member Services and Membership Extension.

Member Services

- To manage the Club's membership procedures including invitation for membership application, balloting of applicants (if warranted) and allocation of successful applicants to the limited waiting lists, correspondence to applicants and waiting list persons, reporting to the Committee on membership matters, coordinating conferring of Non Active Membership status as warranted.
- In co-operation with the Secretary and Treasurer, ensure that a complete list of members' names, addresses and contact numbers is maintained.
- To record members and visitors attending each meeting. Also provide a list to the Mulgrave Country Club management as required.
- To advise the Secretary, Outings Officer and Theatre Coordinator of those members who are absent from the meeting, (identifying those members who have recorded an apology).
- Purchase and prepare Name badges (2) for new members.
- Prepare a "Welcoming Package" for new members.
- Purchase an engraved Collar Bar for the incoming president.
- Purchase Name/Title badges for new Committee Members.
- Liaise with the Welfare Officer as required.
- Arranges a Member roster for morning tea at the General Meetings.

Membership Extension

General

Membership Extension involves matters which will assist the Membership Officer in carrying out the membership duties required. Things which form the basic membership policies of the Club.

Probus is an organisation for retired and semi- retired people from any worthy vocation that appreciates and values opportunities for social contact with others in similar circumstances. For a Probus Club to remain relevant, viable and provide effective methods of servicing the social needs of its members the following membership procedures should be considered, developed and implemented as required.

A waiting list, which endeavours to sustain the long term survival of the Club, should be developed and maintained. This list will form the basis of the ordered entry of new members

into the Club. When interest in joining the club exceeds requirement it is appropriate that a ballot be undertaken of interested parties.

It is important that a suitable application or proposal form be used and that all applications bear the signature of the Proposer and Secunder as well as that of the Applicant. The form should provide for information about the proposed member: date of birth, marital state (and name of spouse), former vocation, position(s) held in firm, department or organisation, titles, honours, awards, academic/professional qualifications, address, contact numbers, email address, etc.

Opening Membership & Waiting Lists

From time to time waiting lists will deplete and it will be necessary for the Committee to declare "MEMBERSHIP OPEN" and establish how this will be handled. There may be a start and end date window for applications to be submitted with appropriate notice to members and our website for the public notice.

After close of applications date and subsequent Committee review action will be taken to establish Waiting Lists as per the By Laws. To establish the calculated average age of applicants, where a couple have applied, the age of the youngest of the couple will be used and for averaging count as one (1). This also sets to which Waiting List (A or B) the couple are added to. A ballot is then conducted of each Waiting List separately to set the general entry to membership order with couples maintained together as one (1) for drawing purposes. Individual names will be maintained on the Waiting Lists. In the event that applications exceed the number of persons for immediate membership (if any) and the By Law controlled Waiting List sizes, persons not drawn within these numbers will be deemed to be unsuccessful applicants and notified accordingly.

Member Induction

The induction of a new member should be carried out with dignity and the modest ceremony befitting the occasion. A common practice is for the President to call upon the Proposer or alternatively the Membership Officer to introduce the newly elected member who shall clearly announce the new member's name, former vocation-and current interests. The President very briefly outlines the purposes of Probus and inducts the new member in the format as recommended by the Probus South Pacific Limited, invests the inductee with a "welcoming package", including a Name Badge (with red spot sticker attached – to indicate new member status), and asks the assembled members to extend a welcome, which they do by acclamation.

After induction the Membership officer should ensure that the Proposer and/or Secunder takes the new member in hand for the next few meetings to ensure that he/she meets and gets to know other members, is encouraged to join in Club activities.

Non Active Membership

Non Active Membership assists club waiting lists as well as members who are no longer able to attend meetings due to long term illness, infirmity or disability. A Non Active membership request may well be activated by the partner of an aged or infirmed member. An example would be a member, frail and ill, unable to continue attending meetings or other activities of the club, a person who in earlier years had been an active, loyal and willing participant in Probus, a person who does not want to relinquish membership and a caring club, for ethical reasons, has no desire to cancel the membership of such a member.

Non Active Membership is not intended for a member afflicted with a short-medium term illness (less than six to twelve months or more) or a disability such as a broken leg or arm, etc. requiring a similar short absence from club meetings. In such situations the Committee may grant a specific period of 'leave of absence' to the affected member.

A Non Active Member remains a member of the club but not included in the club member count (it being a club decision whether an annual subscription is paid or waived) and should continue to receive the newsletter and other information normally provided to members, if appropriate. If the annual subscription is waived then the membership is classified as being Non Financial Non Active.

Because Non Active Members are not included in the club member count it allows those awaiting membership entry to be inducted, provided the maximum membership number specified in the club by-law is not exceeded.

Should a Non Active Member indicate recovery from their illness or disability and are able to return to future normal club meeting attendance they shall remain as Non Active until such time as they may resume ordinary membership, being reinstated to ordinary membership ahead of members on the waiting list. However in the meantime they should not be precluded from participating in relevant club activities should they be able to and do so wish.



PROGRAM OFFICER JOB DESCRIPTION

Arranging interesting programs is one of the most important and challenging assignments in a Probus club. To hold the interest of members, programs must be well balanced with informative and thought-provoking subjects presented by accomplished speakers. Some highly qualified people are uninteresting speakers so it is a good idea, if possible, to check on a person's "track record" before extending an invitation to speak at your club. Club members should be asked regularly to give you the names of potential speakers. In addition:-

- Aim to arrange a varied program six months in advance if possible.
- Attend committee meetings and provide a list of future speakers.
- Give newsletter editor a list of future speakers each month for the information of members and also announce names and subjects of next three speakers at each meeting.
- Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus.
- Ask speaker for the title of the talk and biographical note (for the information of the newsletter editor and the member chosen to introduce the speaker).
- Follow up with a letter confirming the arrangements, setting out details of location, time (suggest arrival in time to have tea/coffee with members), length of address (up to 45 minutes plus question time), transport arrangements and your contact telephone number.
- Follow up with reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (whiteboard, screen, video) and confirm any transport arrangements.
- Greet the speaker on arrival, offer refreshments and introduce to the President and member who will be introducing the speaker.
- Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a gift up to the value of \$25 as a memento of the visit. Attractive small gifts with the Probus emblem are available from Probus Supplies, Rotary Down Under Pty. Ltd. It is very important that the persons introducing and thanking the guest speakers be reasonably brief in their statements.
- Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in your own club who, if asked, will have a program prepared; but make sure you have more than one reserve speaker.
- If requested by the Committee, arrange for a member to talk at each meeting for 5 minutes before the morning tea break, about their professional or business career or some special interest. Such talks are almost always very interesting and help to promote friendship within the club.



NEWSLETTER EDITOR JOB DESCRIPTION

The Newsletter is a most important means of ensuring club members are kept up to date with club activities.

The Newsletter Editor will call for reports and entries from the Management Committee, the Website Master and all Activity Leaders to gather the latest and future information for the coming Newsletter. This may include recent activity results, planned future events, advice of monies payable and/or requests for interest in various types of outings, sporting or entertainment events

When complete save a PDF copy and arrange for printing (number determined by the Committee), pick up and payment. Take the printed copies to the General Meeting for the welcome desk.

Currently the Newsletter is made available,

- As an Email attachment forwarded to members 2-3 days prior to the Monthly Meeting
- As members register attendance at the regular monthly meeting in a double-sided A4 format produced on Microsoft Publisher or a Word Document. Digital photos should be included whenever possible.

It covers:

- The day's guest speaker and subject.
- Club speaker (if any).
- Program for the next two meetings.
- Coming meeting welcome desk & morning tea duty member names.
- Future outings and activities and the contact member for each outing/activity.
- Report of last meeting, with a précis of the guest speaker's address and club member's talk.
- News of club interest groups and contact numbers.
- Calendar of activities for the coming month and future planned events with dates.
- Other information the committee wishes to convey to all members and any information intended for all members from Probus South Pacific Limited.
- Forward Rotary District Probus Newsletters as received by the Management Committee.

It is important that all members receive a copy of the publication.

It is desirable to have at least one deputy editor.

Each month a copy of the newsletter in PDF and Word format is to be e-mailed to the Web

WELFARE OFFICER JOB DESCRIPTION

The welfare or caring officer keeps in touch with sick or bereaved members or those who are in need of moral support or physical help.

- Send cards with appropriate messages to sick or bereaved members.
- Advise the Committee if support is needed, either by member visits or transport to meetings.
- Liaise with the Membership Officer when requested.
- Report to the committee and general meetings giving details of welfare activities.



WEBMASTER JOB DESCRIPTION

The Committee, in 2004, requested the creation of a Club web site and that it should be as functional and informative as possible for the use of our members and the wider interested public. (E.g. prospective members, other Probus clubs, etc.)

It should also provide an historical record, as far as practical, of Club activities and documents for posterity. This task was assigned to the Webmaster, who develops and maintains the website format, endeavouring to satisfy the above requirements.

The role of the Webmaster is to:-

- To further develop, maintain, create content, test and update the Club Website with a view to achieving a quality Website with the above aim.
- Encourage participation of club members to provide photos and comments of club activities for reporting on the Website
- To liaise with the Club Committee to maintain and post 'up to date' information and club documentation, including retention and updating of the Club Master document files.
- Ensure that the Website files are backed up and recoverable at all times.
- Keep abreast of the changes to Website technology and the Server platform updates to ensure that the Website remains functional.
- Ensure that the Website remains compliant with the appropriate standards to ensure interoperability with various devices and browsers.
- Arrange with the Treasurer for the payment of the annual Website Server account and the bi-annual Domain Name account.
- Provide a monthly input to the newsletter.
- Update the Website each month to include:
 - Next Guest Speaker and historic Guest Speakers page.
 - Monthly Timetable and Future events.
 - A copy of the Newsletter.
 - Activity reports.
 - Any other items of interest that arise.
- After the AGM, update the Website, Committee and Activity leader page, Honour List page, AGM minutes etc.
- Provide a monthly input to the newsletter.
- Maintain and improve the process documentation that has been produced for the website,
 - General Website information.
 - Probus Website Layout and File Detail.

- Procedure for updating website files.
 - Fault reporting procedure.
 - Design guidelines.
- Act as official club photographer particularly at important club events. Submit content occasionally to PAV and PSPL for their consideration for use in publications.





THE COMBINED PROBUS CLUB OF WHEELERS HILL INC.

Registered Club No. 58449, Accreditation No 2171
P.O. Box 475, Mulgrave, Vic 3170

OFFICE BEARERS 20__ NOMINATION FORM
(y y)

AGM - FRIDAY __ __ MARCH 20__
(d d) (y y)

POSITION:

NOMINATION:

NOMINATED BY:

SECONDED BY:

ACCEPTANCE OF NOMINATION BY NOMINEE

SIGNED.....

Date:

- POSITIONS:
- Vice President
 - Secretary
 - Treasurer
 - Membership Officer
 - Outings Officer
 - Program Officer
 - Newsletter Editor
 - Hospitality Officer
 - Welfare Officer

NOMINATIONS CLOSE WITH THE SECRETARY at 6. p.m. on __ __ February 20__
(d d) (y y)





THE COMBINED PROBUS CLUB OF WHEELERS HILL INC.

Registered Club No. 58449, Accreditation No 2171

P.O. Box 475, Mulgrave, Vic 3170

REGISTRATION FORM FOR MEETINGS, OUTINGS OR TOURS AND ACTIVITIES

MEMBER'S DECLARATION

1. I hereby apply to participate in Meetings, Outings and Activities and in so doing agree that while participating:
 - a) I understand that I am the person who is fully responsible for my health and safety.
 - b) I will endeavour to carry a current Probus medical information card with me at all times.

2. In the case of an accident or illness that leaves me incapacitated I hereby authorise a responsible Probus member to:
 - a) Access my medical details and to contact and utilise any necessary emergency and medical services.
 - b) Advise my next of kin.

NAME:

ADDRESS:

NAME OF NEXT OF KIN:

TELEPHONE NUMBER:

SIGNATURE:

DATE:





THE COMBINED PROBUS CLUB OF WHEELERS HILL INC.

Registered Club No. 58449, Accreditation No 2171
P.O. Box 475, Mulgrave, Vic 3170

**REGISTRATION FORM FOR
MEETINGS, OUTINGS OR TOURS AND ACTIVITIES**

NON-MEMBER PARTICIPANT’S DECLARATION

1. I hereby apply to participate in Meetings, Outings and Activities and in so doing agree that while participating:
 - a) I understand that I am the person who is fully responsible for my health and safety.
 - b) I acknowledge that, in attending any Club activities on a regular basis (applicable after any 3 attendances), a donation of **\$14.00** annually as a non-member subscription to the Club for insurance and administrative purposes is appropriate.
 - c) I will endeavour to carry relevant medical information with me at all times.

2. In the case of an accident or illness that leaves me incapacitated I hereby authorise a responsible Probus member to:
 - a) Access my medical details and to contact and utilise any necessary emergency and medical services.
 - b) Advise my next of kin.

NAME:

ADDRESS:

PHONE NUMBER:

NAME OF NEXT OF KIN:

NEXT OF KIN PHONE NUMBER:

SIGNATURE:

DATE: **DONATION PAID: \$**..... **DATE PAID:**

NOTE: Activity Coordinators and Membership Officer to retain copy and return original completed form and monies received for Non-member donations, to the Treasurer. The Treasurer will issue a receipt and retain the original for record purposes. Activity Coordinator and Membership Officer to annually obtain completed form 3b and payment from continuing Non-member or Waiting List Non-member attendance.





THE COMBINED PROBUS CLUB OF WHEELERS HILL INC.

Registered Club No. 58449, Accreditation No 2171
 P.O. Box 475, Mulgrave, Vic 3170

ACCIDENT / INJURY / INCIDENT REPORT

Tick one.	
<input type="checkbox"/> Accident	<input type="checkbox"/> Injury
<input type="checkbox"/> Incident	
Date of Accident / Injury / Incident:	Time of Accident /Injury /Incident:
Location of Accident/ Injury/ Incident	
Number of Persons present at Meeting / Activity / Outing / Tour	
Describe the activities of all parties involved at the time of the Accident / Injury / Incident.	
Cause of Accident / Injury / Incident.	
Number of Persons Injured (if applicable)	
Was the Ambulance called? (Yes/No) Were the Police notified? (Yes/No) If yes by Whom? At what time? Name of Ambulance Officer in charge of treatment: Name of Police Officer in attendance: Police Station:	

Accident / Injury / Incident first reported to:

Name: Position within the Club:

Home Address: Post Code:

Home Phone: () Mobile Phone:

Date Reported: Time report made:

If any significant delay in reporting event please state reasons

Witnesses to Accident / Injury / Incident (at least two required)

Name: Name:

Address: Address:

Post Code: Post Code:

Home Phone: () Home Phone: ()

Mobile: Mobile:

Accident / Injury / Incident referred to.....for investigation and report into cause and subsequent action on (date).....

Name of injured person/claimant (1):

Is this person a Probus Club Member (YES/NO):

Details of injury/claim:

.....
.....
.....
.....
.....
.....

Name of injured person/claimant (2):

Is this person a Probus Club Member (YES/NO):

Details of injury/claim:

.....
.....
.....
.....

Name of injured person/claimant (3):

Is this person a Probus Club Member (YES/NO):

Details of injury/claim:

.....
.....
.....
.....
.....
.....
.....

Name of injured person/claimant (4):

Is this person a Probus Club Member (YES/NO):

Details of injury/claim:

.....
.....
.....
.....
.....

NOTES:

1. *SUPPLY DETAILS AS NECESSARY FOR EACH PERSON AFFECTED – USE SEPARATE SHEET(S) IF REQUIRED.*
2. *DRAW SKETCH OF ACCIDENT/INCIDENT (IF APPROPRIATE) BELOW:-*



The Combined Probus Club of Wheelers Hill

MEMBERSHIP PROCESS

Initial Steps (When the Membership Waiting Lists are re-opened.)	Action by -
Obtain latest version of “Application for Membership Form” from the Club’s Web Site	Proposer.
Complete “Application for Membership” and forward to The Membership Officer at the P.O. Box indicated. When an application period has been set, forward Application(s) within the advised time frame. NOTE: <i>For prospective applicants unknown to club members, the Membership Officer and another club member may act as Proposer and Seconder following a meeting with the Applicant(s). (This may occur as a result of website applications).</i>	Applicant, Proposer and Seconder
Upon receipt of the Application(s) for Membership by The Membership Officer - Record the date(s) of Receipt. The closing date of an application period will be the receipt date for all Applications.	Membership Officer
Submit application(s) to the Executive Committee for consideration. Such application(s) to be submitted one (1) week prior to the next scheduled Executive Meeting.	Membership Officer
Consideration of Applications for Membership. In the event the number of applications received exceeds the vacancies the Committee shall conduct a ballot mindful of the 60:40 ratio and age related Waiting Lists requirements.	Executive Committee
Record the Executive Committee’s decision on either “the Clubs Waiting Lists” or “Unsuccessful Applicants Register.” Issue a formal letter to the applicant(s), advising acceptance (or rejection) to the Club’s Waiting List(s) together with advice of their current position in the queue.	Membership Officer
Secondary Steps (When membership falls below 140 and there is a Waiting List.)	
Alert the Executive Committee of resignation(s) & membership falling below 140. Make a recommendation to the Executive in a proposal with name(s) of proposed new member(s) from the latest Waiting List(s). Supply copy of their Application Form(s) to the Committee. Considerations include: – (a) The Clubs 60 / 40 percent member ratio. (b) Alternate selection from Waiting Lists A and B when appropriate. (c) Probus transferees – (Subject to Committee approval.)	Membership Officer

<p>(d) Leave(s) of Absence.</p> <p>(e) Date of Admission.</p> <p>(f) Agree membership induction date – usually the month following the Executive Meeting.</p>	
<p>Upon advice from the Executive Committee, advise the applicant(s) proposer that their nominee(s) is/are invited to join the Club. NOTE: <i>This does not apply when the Membership Officer and another club member has acted as Proposer and Seconder.</i></p> <p>Seek confirmation that the applicant is still interested in joining the Club.</p> <p>Simultaneously obtain their written acceptance of the Club Constitution & By-Laws. Directory Information / Privacy Permission requirements.</p> <p>If response(s) is negative advise them they cannot remain on the Club Waiting List(s). Upon receipt of a positive response, proceed with arranging the following:-</p> <p>(a) Advise the proposer(s) to accompany their nominee(s) for induction into the Club on the defined date. NOTE: <i>This does not apply when the Membership Officer and another club member has acted as Proposer and Seconder.</i></p> <p>(b) Joining & Membership Fees (as per By-Laws) to be paid prior to or before the end of the next monthly meeting.</p> <p>(c) Note that if the applicant to be inducted has prior paid an insurance and administrative cost pursuant to Form 3b, then he/she may be entitled to a rebate as follows:-</p> <ul style="list-style-type: none"> • If inducted within 3 months of paying the donation - Three-quarters of that amount is rebated. • If inducted within 3 - 6months of paying the donation - One-half of that amount is rebated. • If inducted within 6 -9 months of paying the donation - One-quarter of that amount is rebated. • If inducted within 9 - 12 months of paying the donation - No rebate is paid. <p>The applicable rebate is to be credited against the Membership fee charged.</p>	<p>Membership Officer</p>

<p>Prior to the next monthly general meeting, arrange the (new) members “Probus Members Package” including –</p> <ul style="list-style-type: none"> • Letter of Welcome, • Probus Club Name Badge, • Probus Outings/Activities Name Badge, • The Club’s Constitution (copy), • The Club’s By-Laws (copy,) • The Club’s Privacy Statement (copy,) • Personal Permission Proforma, • The Club’s Registration Form for Outings and Activities, (Refer Attachment 3a), be completed. • Members Directory, • Last month’s Newsletter, • The Club’s Web Site address. 	<p>Membership Officer</p>
<p>At the defined Monthly General Meeting (& prior to the commencement of the meeting) meet with the new member’(s) proposer together with their nominee(s) and prepare them for an introduction to the President for induction into the Club.</p>	<p>Membership Officer</p>
<p>Induction of New Members</p>	<p>President</p>
<p><i>Final Step.</i></p>	
<p>Following the monthly meeting update the Member List, New Member’s Application for Membership Form and the Club Waiting List(s).</p>	<p>Membership Officer</p>





THE COMBINED PROBUS CLUB OF WHEELERS HILL INC.

Registered Club No. 58449, Accreditation No 2171
P.O. Box 475, Mulgrave, Vic 3170

President

Secretary

(President's Name and Phone No.)

(Secretary's Name and Phone No.)

NOTICE TO APPLICANTS FOR MEMBERSHIP

The Club Membership waiting lists have been closed since 20__ (yy). All persons remaining on the lists have now been inducted in to the Club. The Management Committee has decided to re-open the waiting lists for membership and calls for interested persons to apply. Each person applying must complete and submit a separate application. A joint application will not be accepted.

To ensure the application process is open and fair, Applications for Membership will be received and places allocated in accordance with the following:

- The Application period will commence on __/__/20__ and will close on __/__/20__
- Applications shall be completed on the approved Form and lodged by mail to the Club:
 - The Combined Probus Club of Wheelers Hill Inc.
 - P O Box 475 Mulgrave, VIC. 3170
 - Attention: The Membership Officer

or
Delivered by hand to the Membership Officer by arrangement

or
In person to the Membership Officer at 9.30AM at the General Meeting on __/__/20__ in the Mulgrave Room at the Mulgrave Country Club, Corner of Jells & Wellington Roads.
- Late applications will not be accepted.
- Applications postmarked the day prior to the closing date will be considered as being valid.
- Applications must be completed in full. Assistance in completing application can be obtained by emailing the club at whprobus@yahoo.com.au
- For prospective applicants unknown to club members, the Membership Officer and another club member may act as Proposer and Secunder following a meeting with the Applicant(s). This may occur after the application is submitted. (E.G. as a result of website applications).
- Immediate club membership is unlikely to be available so applicants should be prepared to go on a waiting list should their application be successful.
- If the number of applications exceeds the available places a ballot will determine the successful applicants.
- Offers of membership will, wherever possible, be made in the sequence in which applications were drawn in the ballot.

The Application form is on next page. [↑](#)



THE COMBINED PROBUS CLUB OF WHEELERS HILL INC.

Registered Club No. 58449, Accreditation No 2171
P.O. Box 475, Mulgrave, Vic 3170

I hereby apply for membership of: **The Combined Probus Club of Wheelers Hill Inc.**

NOTE: A separate application is required for each person.

SURNAME AND INITIALS (Mr. Mrs. Miss Ms)

FIRST NAME: PREFERRED NAME:

ADDRESS:

POSTCODETELEPHONEMob.

SPOUSE/PARTNER'S NAME:

EMAIL ADDRESS: (If Any)

FORMER VOCATION:

HOBBIES, SPORTING AND OTHER INTERESTS:

.....

DATE OF BIRTH: (Day, Month, Year)AGE:(yrs.)

Tick the boxes below, which of the Club's Activities you would like to participate in:

- | | | | | | |
|----------------------------------|------------------------------------|------------------------------------|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Outings | <input type="checkbox"/> Theatre | <input type="checkbox"/> Dine Out | <input type="checkbox"/> Movies | <input type="checkbox"/> Golf | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Cards | <input type="checkbox"/> Scrabble | <input type="checkbox"/> Mahjong | <input type="checkbox"/> Tennis | <input type="checkbox"/> Investment | <input type="checkbox"/> Table tennis |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Book Club | <input type="checkbox"/> Gardening | <input type="checkbox"/> Other interests (List)..... | | |

Please tick if you would consider assisting with Activities or on the Committee in the future?

I accept the Concept of PROBUS and agree to participate in the life and activities of this Club.

I agree to the following being published for use by other club members only. (Strike out any not agreed to) (Name) (Residential Address) (Phone Numbers) (Email Address)

Signature of Applicant: DATE:

PROPOSED BY (member of this club):

Telephone:

SIGNATURE (of proposer):

SECONDED BY (member of this club)

Telephone:

SIGNATURE (of seconder):

Send to: Membership Officer at the above address.



Office Use Only:

Date Application Received:

Considered at Committee Meeting held on:

Date of Admission to the Waiting List: (Effective date for assignment to Waiting List).

Assigned to Waiting List No.:

(Note: 'A' for age < applicants average age or 'B' for age ≥ applicants average age .Refer Bylaws 3d & 3e)

Confirmation Letter sent to Applicant:

Signature of Membership Officer: Date:

Date of Committee Meeting and endorsement to becoming a member:

Letter of Welcome prepared. including the following enclosures / advice:

- Probus Club Name Badge
- Probus Outing/Activities Name Badge
- The Club's Constitution (copy)
- The Club's By-Laws (copy)
- The Club's Privacy Statement
- Personal Permission Proforma
- Members Directory
- Last months Newsletter
- The Club's Web Site address <http://www.whprobus.org.au>
- The Club's Registration Form for Outings and Activities

Date of Induction**Receipt of Personal Permission Form****Receipt of Completed Outings and Activities Registration Form****Receipt of Joining & Annual Fees* (* Maybe prorata)**



THE COMBINED PROBUS CLUB OF WHEELERS HILL INC.

Registered Club No. 58449, Accreditation No 2171
P.O. Box 475, Mulgrave, Vic 3170

PRIVACY STATEMENT

The Combined Probus Club of Wheelers Hill Inc. (the Club) respects your privacy and is committed to protecting your personal information in accordance with the Commonwealth Privacy Act.

The Club collects personal information needed to provide membership services to you.

Personal information held by the Club comprises the details provided by you on your Membership Application form, and through your involvement in Special Interest Groups and Club activities.

Probus South Pacific Limited (PSPL) request Clubs provide member details for inclusion on their central Member Data Base. Members' names are requested for Probus Insurance audit purposes. Member contact details may be used by PSPL to contact members who may wish to participate in surveys or focus groups researching the needs of Probus members for future planning and development of Probus.

PSPL will uphold the integrity of the Data Base in accordance with the Privacy Acts of Australia and New Zealand.

The Privacy Permission Return provides the facility for you to separately authorise the inclusion of your personal details for the Club Member Directory (issued to all Club members) and for the PSPL Member Data Base.

You have the right at any time to request –

- (i) access to your personal information to verify the accuracy of the records.
- (ii) withdrawal of your previously given consent.

Requests relating to your personal information, held by the Club and PSPL, should be made in writing and addressed to the Membership Officer at P.O. Box 475, Mulgrave, Victoria, 3170.





THE COMBINED PROBUS CLUB OF WHEELERS HILL INC.

Registered Club No. 58449, Accreditation No 2171
P.O. Box 475, Mulgrave, Vic 3170

PRIVACY PERMISSION RETURN

PRIVATE & CONFIDENTIAL - FOR PROBUS USE ONLY

Dear Member,

You would understand that it is in The Club’s best interest to have your details up to date and correct.

In this regard we would appreciate you completing the pro-forma below and returning it to the Membership Officer as referred.

Probus South Pacific Limited (PSPL) maintain a Data Base of all Probus members in the region. PSPL require a listing of member names for insurance purposes but seek the ability to directly contact members who may be willing to participate in surveys or focus groups.

Future developments could include membership cards and benefits/discounts.

Would you please indicate in the boxes below the personal details to be included in the Club Membership Directory (issued to all Club members) and those you authorise PSPL to include in their Member Database. If you do not want particular details issued please leave the relevant box **BLANK**.

Thanking you in anticipation.

Membership Officer..... Date.....

Name: (Please print)

Address:

Telephone Number(s): (H) (.....)..... (M).....

E-mail address:

Year of Birth (YOB): (for PSPL Member Data Base only)

I hereby give permission for the following details of my personal information to be circulated to other members of The Combined Probus Club of Wheelers Hill Inc. Please place a tick in the relevant boxes.

Address. Home phone N° Mobile Ph. N° e-mail address

I hereby give permission for the following details of my personal information to be included in the PSPL Member Data Base. Please place a tick in the relevant boxes.

Address. Home phone N° Mobile Ph. N° e-mail address YOB

Signed: **Date:**

Send to: Membership Officer at the above address.



The Combined Probus Club of Wheelers Hill

Procedure for the collection of funds for Outings, Dine-out, Theatre and other approved activities.

1. The nominated Committee member for Outings will be responsible for the following procedures:
2. Appointment of responsible members to collect monies for various outings at meetings.
3. Preparation of sheets with names of members and non-members (preferably alphabetically listed) attending each function.
4. Use of receipt books that provide a duplicate copy of receipts issued.
5. Keeping of receipt books, which need to be available for inspection by the Club auditor.
6. Issuing of a receipt to each member who makes a payment, recording name, date, amount and event name.
7. After monthly meeting collections, forwarding to the Treasurer, and in the Treasurer's absence, the President, Vice President, Secretary or acting Treasurer, for banking within two working days (for insurance purposes) of all money collected, and showing details of the event and the amount collected.
8. At the completion of each event, the forwarding to the Treasurer a list showing name of outing, member's and non-member's name, and amount paid by each member and non-member, date of payment, and receipt number. This record will also show the total amount collected and paid out, including any refunds.
9. The forwarding to the Treasurer of any invoices and receipts provided by outside organisations. (These documents may, in some cases, be handled directly by the Secretary and Treasurer).
10. To ensure that any reimbursement required for a member's or non-member's prior payment is recorded and the member's signature obtained to acknowledge receipt of same.

Note:

For Activity Group meeting venue charges (e.g. Lum Reserve Tennis Club), the Activity Coordinator is to collect the fees and obtain a receipt from the venues representative. This receipt is to be attached to the relevant attendance sheet for that activity and retained for record purposes. It is not necessary for the Coordinator to issue each attendee with an individual receipt.

This expense is not to be entered into the Club financial statements as all such activity costs are borne by the relevant Activity Group.



The Combined Probus Club of Wheelers Hill

INDUCTION OF NEW MEMBER(S)

INTRODUCTION:

Probus clubs provide the opportunity for retirees to meet in circumstances which provide companionship, fun and intellectual stimulus.

Fellowship and friendship are the foundation on which Probus is built.

Probus has status, dignity and respect within our community and we welcome you to help us further these ideals.

I invite you therefore to participate in the activities of our Club, which you will find many and varied.

CONFIRMATION:

.... (name/s)...., I now have much pleasure inducting you into the Combined Probus Club of Wheelers Hill and present you with your Probus Club Name badge(s) together with your Outings/Activities Name badge(s) and Induction Kit(s) and invite our members present to welcome you with the normal acclamation.

(President then comments on New Member`s Activities interests (if known) and his/her Proposer taking New Member under wing and introducing them to relevant Coordinators etc. Comment also on the badge `red spot`, encouraging members to make the new member very welcome.)

ITEMS PROVIDED BY CLUB FOR NEW MEMBERS INCLUDE:

- Probus Name Badge
- Probus Outings/Activities Name Badge
- The Club's Constitution (Available downloaded from club website*)
- The Club's By-Laws (Available downloaded from club website*)
- The Club's Privacy Statement (Available downloaded from club website*)
- Personal Permission Proforma (Available downloaded from club website*)
- The Club's Registration Form for Outings and Activities – Form attachment 3a
- Members Directory
- Previous months Newsletter

*The Club's Web Site address is <http://www.whprobus.org.au>



The Combined Probus Club of Wheelers Hill

INSTALLATION OF PRESIDENT

INTRODUCTION:

At the commencement of the April General Meeting the new President (who is not yet wearing the Collar of Office) calls the out-going President forward to carry out the procedure for the Installation of the new President.

The out-going President comes forward holding the box containing the Collar of Office and taking the microphone, addresses the new President as follows:-

CONFIRMATION:

“.... (name)...., you have been elected as President of the Combined Probus Club of Wheelers Hill Inc. and as such it becomes your responsibility to uphold the Aims and Objectives as set out in the club`s Constitution.

It is also your duty to place particular emphasis on the importance of fellowship and friendship within the club and with guests and visiting Probians.

It is my honour to invest you with your Collar of Office as President of the Combined Probus Club of Wheelers Hill Inc.

On behalf of all members, I wish you a successful and rewarding year of office and invite our members present to congratulate you with the normal acclamation.”

The out-going President then places the Collar of Office around the neck of the new President and photos are taken for club records. The new President then addresses, as appropriate, the gathered members and then proceeds with the meeting agenda.



The Combined Probus Club of Wheelers Hill

DOCUMENT CHANGE PROCESS

1. APPLICATION

This procedure applies to new documents, or revisions to existing documents including the following;

Constitution,

By-Laws,

Operations & Management Guidelines (including Forms & Job Descriptions)

2. NEW DOCUMENTS or REVISIONS to EXISTING DOCUMENTS

Where a new document, or a revision to an existing document is proposed by a Club member, Executive Committee member or Webmaster, the member:

- Contacts the Webmaster and requests an editable copy of the relevant document, or extract of relevant document, as applicable, if necessary.
- Prepares a draft identifying the new, or revised text in the document in bold italics, as applicable.
- Identifies the redundant text with a “strikethrough” mark, as applicable.
- Explains the reasons for introducing the document or the change, as applicable
- Submits a draft to the Secretary.

The Secretary:

- Reviews the document for compliance with the Club Constitution and By-Laws, consistency with Operations & Management Guidelines and impact on other relevant documents and, if acceptable,
- Refers the document to the Executive Committee for consideration.

The Executive Committee:

- Reviews and discusses the document,
- Recommends the Secretary makes further revisions if necessary and, if acceptable.
- Authorises the new, or revised document, as applicable.

The Secretary:

- Removes “strikethrough” marks from the document, as applicable.
- Sends the authorised document/s to the Webmaster for uploading to the website.

The Webmaster:

- Uploads the new, or revised document into the relevant website document portfolio.
- Updates the electronic document version control page and issue status in the document footer,
- Revises the relevant contents page, as applicable.
- Notifies the Secretary on completion of the action.



The Combined Probus Club of Wheelers Hill

DOCUMENT CHANGE PROCESS

2.1 CONSTITUTION

Where changes are made to the Constitution, in conjunction with the Executive Committee, the Secretary:

- Acts in accordance with paragraph 2.0 above.
- Identifies superseded, or deleted text by “~~strikethrough~~” mark and new or revised text identified in bold italics, as applicable.
- Sends the Constitution to PSPL for review and authorisation in accordance with paragraph 17 (c) of the Constitution.
- Makes any revisions recommended or required by PSPL to the Constitution,
- Resubmits the document to PSPL following further consideration by the Executive Committee, as required.
- Arranges for, and obtains the approval of members in accordance with paragraph 17 (b) of the Constitution.
- Notifies Consumer Affairs Victoria (CAV) of the Constitution change in accordance with paragraph 17 (c) of the Constitution,
- Sends the approved Constitution to the Webmaster for updating the Version control page and footer issue status of the document and installation on the website.

2.2. BY-LAWS

Where changes are made to By-Laws, in conjunction with the Executive Committee, the Secretary:

- Acts in accordance with paragraph 2.0 above.
- Obtains Executive Committee approved of the revised document in accordance with paragraph 2.0 above.
- Obtains and records membership approval in accordance with paragraph 7 (a) of the By-laws.
- Sends the revised By-Laws to the Webmaster for updating the Version control page and document footer issue status and installation on the website.

Note 1: Additional, or revised text in a draft or final document shall be identified in bold italics.

When a document is revised subsequently, previous revisions shall revert to normal font so that the latest revision remains clearly evident.

Note 2: The Webmaster ensures changes not complying with this procedure are not added to the website.

