

Membership Forum

Issue 1 April/May 2008

Question

Is it necessary for a club to undertake an audit?

Answer

Yes, Probus Centre Policy is for all Probus clubs to undertake an annual audit of their financial records. This ensures a transparent and accurate report for members.

PROBUS CLUB HANDBOOK – UPDATED AND REPRINTED 2008

The Probus Club Handbook has been produced by Probus Centre to assist Probus clubs to manage their clubs in the simplest and most efficient way possible.

A complimentary copy will be included in the President's Kit and additional copies may be purchased through Probus Centre at a cost of \$5.00 including postage and handling.

Topics included;

Constitution and By-Laws/Standing Resolutions

Incorporation

Privacy (As required by the Privacy Act) – related to members consent, club directory/newsletter, welfare and new members

Insurance

Attendance/Apologies

Probus Trademarks

Annual Probus Rendezvous

Risk Management

Club Officers and Committee

General and Annual General Meeting Agendas

Installation of President/Induction of new member

The Role of the Management Committee

Election of Officers

Duties of officers

Meeting procedures

Sample - Application for Membership Form and a suggested Media Release.

For further assistance please contact **Probus Centre** Toll Free 1800 630 488 or your **Rotary Probus District Chairman** listed in the Annual Directory of Clubs.