



Valentine Ladies Probis Club Bulletin November 2022

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Attached to this Bulletin you will find (1) a document outlining the roles of the committee members and (2) a nomination form for you to apply to join the committee at the AGM in March. Please read these job descriptions and give some thought to how you could contribute to the running of the club.

October saw a group of our members enjoying the Postman's Run on the Hawkesbury River. It was a great day, good food and a very interesting commentary. Unfortunately, in the days following, quite a few of our members came down with Covid – an unfortunate ending to a day on the water. **November's** outing to Mary MacKillop Place in North Sydney has, unfortunately, been cancelled due to insufficient numbers for a bus.

Meetings: Monday, 14th November at 10.00 for a 10.30 start. Our guest speakers will be telling us all about **WARM BLANKETS FOR EVERYONE** a great local initiative.

Monday, 12th December – 11.00 for 11.30 start. Our Christmas function. No meeting in January

Monday, 13th February at 10.00 for a 10.30 start.

Committee meeting dates are: Monday, 5th December at 1.00 pm.

Monday, 6th February, at 1.00 pm

to our ladies born in November:

Josie Bernasconi, Deborah Charlton,
Sandra Dee, Gwen Eagle, Liz James.



to Sandy Collins who has been awarded the National Emergency Medal. This award is granted to a person who has rendered sustained or significant service during nationally significant emergencies in Australia. The Governor General conferred this award on Sandy for her efforts in supporting communities affected during the recent bushfires. Congratulations Sandy!



WHAT'S HAPPENING THIS MONTH AND NEXT?

Thursday, November 24th. Come along at 10.30 and join Maxine's morning tea/coffee at the Sixteens. With good company, cakes and a chat, it's a pleasant morning.



Monday, December 12: Christmas Lunch at Brown Sugar 11.00 for 11.30 start.

The cost is \$45.00 per person for a 2 course lunch with wine, beer, soft drinks, tea and coffee. There will also be raffle tickets and a diary. This is not only great value but will also provide the opportunity for a happy end-of-year celebration. There will be a short general meeting prior to the lunch, hence the 11.00 arrival time. Tables will be a maximum of 10 and Bev needs your list of table buddies and any special dietary requirements you have, today. Money must be paid by 14th November.

To pay by bank transfer to the Probus Club Account use:

BSB: 650 000

Account No: 961312505

Description: Your name and reason for deposit.

Belmont Bay Ladies Probus has invited us to join them **on Sunday, February 5** at 11.15 for a 2 course luncheon at Swansea RSL. The cost is \$60.00 and must be paid into our bank account by November 30th. Once the money is paid to Belmont Bay Ladies from our account, there will be no refunds. The entertainment provided will be the "Heaven and Earth Legends Show" featuring Wayne Cooper and his band. Wine and drinks at your own expense. Let Bev Gardner know today if you are interested. A very entertaining day is expected!

Aldinga Tours are again offering a tour to Bright, departing Thursday, May 4th to Tuesday, May 9th, 2023. The cost is \$1560.00 pp twin share or single supplement of additional \$600.00. If interested in what is usually a great tour, see Bev and view a brochure.

The Premier's Gala Concert: Thursday, February 2nd is our first preference and Friday, 3rd is our second choice for the 11 o'clock session finishing at 12.45 pm. Again, let Bev know of your interest at today's meeting.

We would like to acknowledge and thank Pat Conroy, MP and his staff for their assistance in printing this Bulletin. It is much appreciated.

COMMITTEE STRUCTURE AND ROLES

The role of the Management Committee of the Valentine Ladies Probus Club is to manage the Club in accordance with the Club's Constitution and by-laws ensuring the aims of fun, friendship and fellowship are met for the membership

PRESIDENT

Role is to provide leadership and direction to the Management Committee to ensure the Club embodies the true spirit of Probus - fun, friendship and fellowship. The role includes chairing both the Committee and General Meetings

VICE PRESIDENT x 2

The role is to assist the President in providing the aims of the Club are upheld. The Vice President may be required to chair meetings in the absence of the President.

SECRETARY

The role of the Secretary is to support the president to ensure the Club functions smoothly. The Secretary is responsible for ensuring meetings are effectively organised and minuted. The Secretary is required to maintain up-to-date records and be a key point of contact for the Club.

PUBLIC OFFICER

The club is required by its Constitution to have a Public Officer. The Public Officer acts as the contact person for the relevant regulator of Incorporated Associations – The Department of Fair Trading

TREASURER

The main role of the Treasurer is to ensure that clear and accurate financial records are maintained and that all funds are accounted for. It is desirable that to fulfil this position that the Treasurer be familiar with bookkeeping and banking practices.

ASSISTANT TREASURER

The role is to assist the Treasurer in the fulfilment of the role.

IMMEDIATE PAST PRESIDENT

The Immediate Past President is an ex-officio member of the Management Committee in recognition of her past service as President.

NEWSLETTER OFFICER

The role of this position is to collect relevant information and produce a Monthly Newsletter for the Club. The size, format and choice of material are the choice of the Newsletter Officer.

OUTINGS OFFICER

The Outings Officer provides a planned program of monthly outings, tours and trips. To fulfil this role organisational skills are required.

CATERING OFFICER

The Catering Officer has the responsibility of ensuring that needs of members in terms of comfort and hospitality are met during meetings, outings and special events.

PROGRAM OFFICER

The role of the Program Office is to provide a program for Monthly Meetings which is well-balanced with informative and thought-provoking subjects presented by accomplished speakers.

MEMBERSHIP OFFICER

The Membership Officer is responsible for maintaining up-to-date membership records, management of membership applications and assisting with membership retention and growth

WELFARE OFFICER

The role of the Welfare Officer is to keep I touch with sick or bereaved members.

HISTORIAN

To ensure the club activities are able to be recorded photographically and provide avenues for publication of photos to members



MANAGEMENT COMMITTEE NOMINATION FORM

Valentine Ladies Probis Club

Committee Position: _____

Name of Nominee (print): _____

Signature of Nominee: _____

Proposed by (print): _____

Signature: _____

Seconded by (print): _____

Signature: _____

Completed forms to be received by Secretary by February 13th 2023

Completed forms must be received by the Secretary either in person, by post or by email by the date nominated above