



Ladies Probus Club of Valentine Bulletin - November 2023

[Website: ajcns.com/lpcov](http://ajcns.com/lpcov)

President – Anne Gleeson 0419 229 079; Secretary – Libby Dingle 0407 283 748;
Treasurer - Olwyn Gore 0407 060 140; Outings – Janet Sternbeck- 0439 907 074



YOUR COMMITTEE – LOTS OF WORK!

LOTS OF FUN and FRIENDSHIP! And yes, it is that time of year again!

Our Committee meetings are well run, never boring and afterwards there is coffee and a chat for those who can stay. Attached to this Bulletin are two documents – Committee Structure and Roles, plus a Nomination Form. Please give some thought to nominating for a position on the committee at our AGM in March. You will be very welcome!

LAST MONTH, Teresa Purnell, gave us an entertaining insight into her life as a Chinese girl growing up above her grandparents' fruit and vegetable shop in Beaumont Street. The Mook family was well known and Teresa remembers well the joys of backyard cricket and the hard work of the shop in the days when there were no plastic bags, (only paper or string bags), no calculators to add up items, and a sign which said "Squeeze the coconuts, not the peaches"! Today, Teresa is a naturalist, an illustrator of plants and animals and a volunteer snake rescuer. Her talk brought old Newcastle back to life - a fascinating insight!



to our ladies celebrating birthdays in November:

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

Perhaps this might interest you? Two of our members, Wendy Lesniak and Gay Cheshire, have been featured artists at Tinkat Alley Art Studio and Gallery at 4 Wallsend Rd, Fassifern. With Christmas fast approaching, it might be worth a visit to pick up art works, jewellery, sculpture and other gifts.

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.

HOSPITALITY OFFICER

The Hospitality 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 in touch with sick or bereaved members.

HISTORIAN: The role of the Historian is to ensure the club activities are 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 12, 2024

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