



# NEWSLETTER

## WOMEN'S PROBUD CLUB OF VANCOUVER

Volume 17 Issue 11, April 2020

**THE MAY 5 AND JUNE 2 MEETINGS HAVE BEEN CANCELLED.**

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Honorary Lifetime Member: Audrey Will

### **A Message from President Davinder Grewal**

Dear Friends,

I hope you are finding ways to adjust to life in the time of COVID-19 while we follow the mandate of our Provincial Health Officer, Dr. Bonnie Henry. We know these measures are not forever, and are very necessary to protect ourselves and others in our community.

This is a time of great anxiety and stress, and adjusting has been very difficult. It is also wonderful to see how creative people have been and how much people are supporting each other. Personally, I am finding music has been a healing force during this time of uncertainty.

I look forward to seeing you all very soon, and please call me with any concerns or queries 604 785 3797. Please take care and be well.

Davinder

### **Proposed Executive and Management Committee for July 1, 2020 to June 30, 2021**

Nominating Committee (Jane LePorte, Barbara Wynn, and Lucille Flavelle) has submitted the following names for approval at an AGM to be held as soon as possible:

President:	Barbara Wynn
Past President:	Davinder Grewal
Vice President:	<b>???? Our Club cannot continue without filling this position.</b>
Treasurer	Barbara Paterson
Committee Secretary:	Sharon Norlander

Newsletter Editor:	Vera Devins
Webmaster:	Estelle Jacobson
Membership:	Lois Lindsay
Speakers Committee:	Laurie Drummond, Cheryl Banfield, Leslie Chang, Joan Williams
Membership Services:	Dorothy Joplin plus Pauline Dunlap, Michelle Gambrel, Mary Gillespie, Agi Radcliffe, Melba Sinclair, Dorothy Miller
Reporters: (new)	Frances Picherack, Anne Roberts, Meredyth Kezar, Mary Sweeney, Mary Newman, Anne Earthy, Mary Graham

We thank Marguerite Ford for providing so many excellent speakers during her three years on the Speaker's Committee; Joan Williams is the new member of the committee.

A new position has been added – Reporters. Each month a designated Reporter will take notes of the speaker's talk and submit a recap to the Newsletter Editor.

**Membership:** Please do not forget to update the roster with any changes; postal/email addresses and phone numbers. This will ensure that you receive last-minute information.

There are two ways of doing this:

1. Go to the password-protected roster on the website and make the changes on the form at the foot of the roster. (If you don't know the password, ask someone on the Executive.)
2. Email these changes to Lois Lindsay, [loislindsay@telus.net](mailto:loislindsay@telus.net).

An application to sponsor a new member is also on the website.

**Correspondence:** Please contact Sharon Norlander if you know someone who should receive a card from Women's Probus.

The following Terms of Reference describing the various positions will help your decision to volunteer and ensure that there continues to be a Women's Probus Club for all to enjoy.

When circumstances allow, these positions will rotate every three years.

### **Terms of Reference for Executive/Management and Committee Positions as of April 2020:**

#### President

- Chairs monthly General Meetings and at least two Management Committee meetings per year.
- Develops the agenda for these meetings.
- Confers with the executive and members as issues arise.
- Supports small group activities when called upon.

- Interacts with other Probus Clubs on items of mutual concern or interest.
- Maintains a positive relationship with Point Grey Golf Club.
- Acts as the official spokesperson of the club.
- Reviews Club Bylaws

#### Vice President

- In President's absence, chairs the monthly General Meeting.
- Becomes familiar with the duties of the President.
- Liaises with Point Grey Golf Club regarding monthly meeting date changes (possibly April, December, January) and advises President, Newsletter Editor, Speaker's Committee, and Webmaster.
- As House Committee, organizes refreshments, if required, at some monthly meetings and adjusts meeting room set-up, if needed.
- On behalf of the Club, purchases a gift to be presented to the retiring President at the AGM.

#### Past President

- Forms a Nominating Committee in January to fill vacant positions for July 1/June 30.
- Presents nominees for vacant Management Committee positions in May.
- Supports the President and Vice President.

#### Newsletter Editor

- Gathers and organizes information of general interest, speaker information, and activities for the monthly newsletter.
- Sends material to Hardy Bunn to print and distribute to the members, and the Webmaster.
- Files a copy of the newsletter as it is the minutes of monthly meetings and history of the Club.

Sub- committee: A rotation of Reporters to take notes during the Speaker's presentation and submit a recap to the Newsletter Editor.

#### Treasurer

- Collects and deposits all monies received by the Club and ensures bills are paid promptly.
- Keeps accounts in agreement with the bank balance and keeps data for seven years.
- Prepares the annual budget and monthly statements as required.
- Prepares a year-end financial statement to present at the June AGM.

#### Webmaster

- Keeps the Club website up to date with information by the Executive/Management Committee.
- Up-dates the roster from information provided by the Membership Chair.
- Informs Treasurer of any fees pertaining to the website.

#### Membership

- Receives changes of address/phone/email from Probus members.
- Processes new member applications and gives names to the Newsletter Editor

- Consults with the Executive/Management Committee regarding establishment of a waitlist.
- Collects annual dues in September and updates the membership list.
- Gives changes/additions/deletions to the roster to the Webmaster and Hardy Bunn.

Sub- committee: Assists in collecting annual dues and keeping a record of renewals.

Committee Secretary

- Records minutes of the Management Committee meetings.
- If requested, sends a get-well or sympathy card to Probus members.

Committees

- Speakers – organizes speakers and forwards information, per the Timelines and Guidelines.
- Membership Services – establishes two badge desks and keeps a record of attendance.
- Greeter – finds two greeters for each monthly meeting and gives names to the President.