



The General Manager is an independent contractor responsible for overseeing the administration of PROBUS CANADA's Constitution, Bylaws, Directors' Manual 2020, Strategic Plan initiatives and the day-to-day administration of Board and Club-related business. Other essential duties include marketing and Club assistance. The part-time position reports directly to the Board of Directors.

General Responsibilities

Board Governance

1. Works with the Board to fulfill the organization's Vision and Mission, with an emphasis on marketing, branding, etc.
2. Is responsible for communicating [verbal, written, electronic] effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function cohesively and make informed decisions.
3. Participates in appropriate Board committee meetings.

Financial Performance and Viability

1. Is responsible for fiscal oversight that anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a favourable financial position.
2. Collaborates with the Financial Manager and Board Treasurer in the annual budget process and the monthly financial statement reporting.

Strategic Plan Process

1. Is responsible for supporting and guiding the organization's Strategic Plan.
2. Works with Board and staff to achieve the Strategic Plan goals, strategies and designated outcomes.
3. Facilitates an annual Board workshop to review and, when appropriate, update the Strategic Plan.

General Operations

1. Is responsible for the effective administration of PROBUS by maintaining current best administrative practices and maximizing the use of technology.
2. Is responsible, with the Board assigned signatories, for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
3. Works with and provides research and written recommendations to the Board and committees.

Specific Responsibilities

1. Report to and work closely with the Board of Directors and Committees to seek involvement in policy decisions and increase the organization's overall visibility.
2. Collaborate and coordinate business activities with the Financial Manager, including invoicing for accreditations, manuals, regalia, royalties, fees, and assessments.
3. Collaborate and coordinate with the President, for public, club and media communications and marketing.
4. Establish and maintain relationships with various organizations and utilize those relationships to enhance PROBUS Mission strategically.
5. Oversee organization of Board meeting agendas, minutes, records and maintain archives.
6. Review and recommend approval of contracts for services, including insurance arrangements.
7. Assist PROBUS and Rotary clubs in the creation of new PROBUS clubs.
8. Maintain and update the Board Directors' Manual 2020, the Club Reference Guide 2022, and the Board of Directors tenure chart.
9. Provide updated district and club membership spreadsheets and statistical reports providing renewal numbers and historical trendlines.



10. Retain control of all emblem and identification supplies.
11. Under the direction of the President and/or Secretary, prepare and distribute periodic national PROBUS newsletters.
12. Distribute an agenda package four days prior to any Board meeting. The agenda package shall include Board and Executive Committee minutes, executive and committee reports, and any other information pertinent to an agenda item.
13. Perform such other tasks and duties as may be assigned by the Executive Committee and/or the Board.
14. Attend meetings of the Board but shall have no vote.

Qualifications

The successful applicant will demonstrate all or most of the following:

1. Demonstrated transparency, leadership, initiative, and strong work ethic.
2. Ability to think and plan strategically to effectively communicate the PROBUS CANADA Mission to clubs and the overall community.
3. Senior non- or not-for-profit management experience.
4. Experience and skill in working with a Board of Directors.
5. Ability to plan and organize regular activities such as may be required by statute, constitution, and bylaws.
6. Proficient written and oral communication skills.
7. Technological skill using software such as Microsoft Office, Google Workspace, Quicken and ZOOM.
8. An ongoing membership in a PROBUS CANADA Club. (This is a must.)

Contract Arrangements and Compensation

1. The General Manager will provide independent contract services to the PROBUS CANADA Board of Directors for one year with the option for renewal, as determined by the Board.
2. The Contractor is paid \$2,335 monthly according to the monthly payment schedule.
3. The Contractor will provide all facilities and supplies to perform the required services such as office and supplies/printing, telecommunications, internet connections, transportation, and support services.
4. Necessary travel and Board-related meeting expenses will be reimbursed.

Application Process

To apply for the General Manager position, please forward your resume, a cover letter addressing your qualifications, and the names of two references to PROBUS CANADA Board Vice President Martin Capper at martin@martincapper.com

Applications will be accepted until 11:59 pm, Monday, July 25, 2022. Zoom interviews will be conducted between July 28 and August 8. The successful applicant will be notified on August 17, 2022, and assume the position on September 1, 2022.