

## **GUEST SPEAKERS OFFICER**

Arranging interesting programs is one of the most important and challenging assignments in a Probus Club. To hold the interest of members, programs must be well balanced with informative and thought-provoking subjects presented by accomplished speakers. Some highly qualified people are uninteresting speakers; so it is a good idea, if possible, to check on a person's "track record" before extending an invitation to speak at your club. Club members should be asked regularly to give you the names of potential speakers.

In addition:

- Aim to arrange a varied program six months in advance.
- Attend Committee meetings and provide a list of future speakers.
- Give Newsletter Editor a list of future speakers each month for the information of members; and also announce names and subjects of next three speakers at each meeting.
- Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus.
- Check payment or other expectations from the speaker prior to confirming booking.
- Ask speaker for the title of the talk and biographical note (for the information of the newsletter editor and the member chosen to introduce the speaker).
- Follow up with a letter confirming the arrangements, setting out details of location, time (suggest arrival in time to have tea/coffee with members), length of address (up to 45 minutes plus question time), transport arrangements and your contact telephone number.
- Follow up with reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (whiteboard, screen, projector) and confirm any transport arrangements.
- Greet speaker on arrival; offer refreshments, introduce to President, Committee and member who will be introducing the said speaker.
- Arrange for a member, preferably one with some understanding of, or interest in the subject, to thank the speaker and present a small gift as a memento of the visit.
- Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in your own club who, if asked, will have a program prepared; but make sure you have more than one reserve speaker.

## **MEMBERSHIP OFFICER**

The Membership Officer has two main responsibilities: member services and membership extension.

**Services** -Within the club, the duties are simple:

- Prepare (or buy) a name badge for each member.
- Maintain a record of members and visitors at each meeting and advise the Secretary of those present
- Presents new applications for membership at the first Committee meeting after receipt. If there is no vacancy, the name should be placed on a waiting list or club protocol followed.
- In co-operation with the Secretary and Treasurer, ensure that a complete list of members' names and addresses is maintained;

### **Extension** –

- Ensure the correct form is used for membership applications.
- Ensure the president has everything that is required for the induction of any new member.
- Develop a new Member Induction Kit.

## **OUTINGS AND ACTIVITIES OFFICER**

The job of the Outings, Activities and Tour Officer is demanding, exciting and rewarding. It requires planning and organisational skills, patience and imagination. It is usual to be organising an event and at the same time collecting monies for club outings and activities in advance.

It would be recommended to appoint one or two assistants.

The Management Committee should consider and recommend for approval, every outing and activity once they are satisfied that the event will meet all club management guidelines and is financially viable.

For insurance purposes, all club activities must be recorded in club Minutes as ‘ a recognised activity of the club.

The Officer should:

- Attend Committee meetings.
- Investigate and list suitable outings. Maintain liaison with other clubs with a view to arranging occasional joint outings.
- Ascertain feasibility — costs and booking arrangements
- Submit list of proposed outings to Management Committee.
- Ask members at general meetings for interests, suggestions and popularity of proposed outings.
- Book well ahead. Notify Publicity Officer, Newsletter Editor of arrangements for publication at least two months in advance of the date of outing.
- When announcing planned outings, be careful to give date, time and place of departure and return, costs, contact person’s telephone number, clear directions (if members are to travel independently), and contingency plans.
- Collect money at a chosen date before each outing and keep complete records. Issue receipts.
- Give all money collected to Treasurer for banking and request club cheque in favour of coach and/or venue managements (restaurants, hotels/motels)
- Carefully record all expenses, such as postage and telephone calls, and submit to Treasurer, with vouchers if possible, for reimbursement.
- In costing each outing, ensure that all expenditure is covered but, as Probus is not a fundraising body, do not seek to make a profit. Wurplus monies are banked into the general account of the Club.
- Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.
- Advise members of availability of PSP Optional Travel Insurance - Contact PSP for travel Insurance Pack to distribute to members for their consideration

## **WELFARE OFFICER**

The Welfare Officer is one who keeps in touch with sick or bereaved members or those members feeling isolated or lonely or who may be in need of moral support or physical help.

- Send cards with appropriate messages to sick or bereaved members.
- Advise Executive Committee if support is needed, either by member visits or transport to meetings.
- Offer suggestions to Committee.
- Order badges for new members.
- Report to Management Committee as required and general meetings, giving details of your activities. Ensure privacy of members.

## **HOSPITALITY OFFICER**

- Report to the Committee as required.
- Liaise with venue re special requirements, change of dates etc
- Ensure availability of equipment as required and that this is stored at venue or brought to each meeting if kept elsewhere.
- If a charge is made for tea/coffee at monthly meetings, the Hospitality officer should collect money from members as they arrive.
- After the meeting, tidy up and store equipment.

## **PUBLICITY/SPONSORSHIP OFFICER**

The role of the Publicity/Sponsorship Officer is to report on club activities to the local community media and to source sponsorship for the Club.

### **Publicity**

Not all local news media send reporters and photographers to events organised by community groups. Therefore, to have your clubs news and events reported, you must be proactive:

- Check deadline dates and always submit articles before deadline.
- Photographs should be clear prints accompanied by a caption naming those pictured.
- Enquire if copy and photographs may be electronically submitted. Don't be discouraged if your article does not appear in a publication - keep trying.

If your article is used by local media, telephone or drop a note of appreciation. A polite word of thanks will not only make their day but also may encourage consideration and acceptance of future articles. *Please be aware of the requirements of the Privacy Act.*

Regularly submit articles and photographs of interest to PSP for the Bi-monthly *Active Retirees* publication. Encourage members to submit stories to be eligible for the Annual Literacy Award and enter the National Photographic Competition.

## **Sponsorship**

Although Probus Clubs do not participate in fundraising activities, sourcing sponsorship is an important part of the role of Publicity and Sponsorship Officer. Sponsorship helps to provide door prizes, lucky number prizes and gifts for speakers.