

## ***Probus Club of Applewood***



### ***Speakers Co-ordinator – Job Description***

This position is responsible for:

1. Recruiting Committee members from within the general Club membership and chair the monthly meetings of the committee.
2. Maintaining a list of Upcoming Speakers, with their names, person responsible for recruiting that speaker, the topic being presented, who will introduce that speaker and who will thank the speaker at the conclusion of his talk. This list should cover at least three months. He will also coordinate with the speaker contact on the Committee to ensure that a short bio of the speaker and a brief descriptive of the talk be made available to the Newsletter.
3. Preparing a list of Possible Future Speakers with as much information as possible about their presentation and contact information and who recommended them. Periodically, at a Committee meeting revise this list by ranking/prioritizing it by considering the topic, its relevance and interest to the Club. This list should include a list of back-up speakers who can, and are willing to be called upon with short notice.
4. Ensuring that a small gift (generally a bottle of wine) is available at the meeting and that the person thanking the speaker is aware that it is there.

This is a two year position and the person in it is expected to find his replacement.

## **Speakers Committee Member – Job Description**

People on this Committee are recruited from the general membership and can serve there without time limit. They are expected to attend monthly meetings that discuss issues regarding speakers and the relevance of topics to the membership.

They are responsible for:

1. Identifying possible speakers and recruiting speakers that the Committee has agreed on. They will make arrangements with the Speaker of the date and location of the meeting; the topic and descriptive of the talk and a short bio of the speaker. They are also to ensure that a person has been identified to thank the presenter.
2. Ensuring that the speaker is greeted and shown the location of their talk at the beginning of each meeting. At the appropriate time they will introduce the speaker.
3. Providing a short write-up of the actual presentation for the Newsletter.

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