

# ROLES & RESPONSIBILITIES

## GUEST SPEAKER CONVENOR

Arranging Guest Speakers is one of the most important and challenging roles in a Probus Club. The Guest Speaker program should aim to cover a variety of topics and presenters should ideally be informative, thought provoking and entertaining.

- Provide a list of Guest Speakers to the Management Committee at each monthly meeting and inform the Committee of any Guest Speaker changes.
- Arrange for a host to introduce the Guest Speaker at the monthly General Meeting.
- Ensure the list of Guest Speakers and hosts is published in the newsletter three months in advance.
- Compile a back-up list of Guest Speakers to cover the situation where the scheduled Guest Speaker becomes unexpectedly unavailable.
- Develop a back-up plan in the event that a Guest Speaker fails to attend eg this could be a talk or a series of short talks by members in attendance.
- Make initial contact with the selected Guest Speaker a minimum of 6 months in advance of the due date of their proposed presentation.
- Follow up this initial contact with the 'Letter of Invitation' to confirm timing of the appointment, the address of the meeting place, title of the presentation and biographical notes needed for the host on the day. The format and the timing of the meeting is to be outlined (with time constraints) allowing provision for Q and A at the end of the session.
- The 'Letter of Invitation' asks the Guest Speaker for their requirements for equipment to assist their presentation i.e. laptop, projector and sound equipment. The Guest Speaker is to present from the stage rather than the floor due to the size of the audience.

The letter also provides the Guest Speaker with the Convenor's contact details.

- Each Guest Speaker is to be further contacted one month prior to the appointed day to confirm their availability.
- Guest Speakers are required to arrive at the venue by 10.30am when morning tea is available. This provides time to meet the Guest Speaker Convenor and set up the equipment needed for the presentation which commences at 11.00am.
- Organise a gift card for presentation to the Guest Speaker. The amount of the gift card is to be set by the Committee.
- It is beneficial to pre-arrange with another Club member to become an Assistant to the position who can provide backup in the event that the Guest Speaker Convenor is unavailable. This also provides a succession plan for the future administration of this important role.
- Before vacating the role, hand over all records, documents and details of pre-organised speakers.
- Attend the monthly Committee Meeting.