

ROLES & RESPONSIBILITIES

PROGRAM OFFICER

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

- Arrange a Presenter's Program approximately six months in advance
- Provide a list of presenters to the Management Committee at each Monthly Meeting and inform the Committee of changes to the program
- Ensure the list of Presenters and Hosts is published in the Newsletter three months in advance
- Compile a list of back up Presenters to cover the situation where the scheduled Presenter becomes unexpectedly unavailable
- Make initial contact with the selected Presenter 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; address of the meeting place; title of the presentation; biographical notes needed for the Host on the day; timing and format of the meeting (with time constraints); and provision for Q and A at the end of the session
- The 'Letter of Invitation' asks the speaker for their requirements for equipment to assist their presentation, i.e. laptop, projector, sound equipment. (Speakers are to present from the stage rather than the floor due to the size of audience.) The letter also provides the Program Officer's contact details
- Each Presenter to be further contacted one month prior to the appointed day to confirm their availability

- Presenters should arrive at the venue at 10.30am when morning tea is available. This provides time to meet the Program Officer and set up equipment needed during the presentation commencing at 11.00am
- It is beneficial to pre-arrange with another Club Member to become a 'Buddy' for the position, who can provide backup if you become unavailable from time to time. (This may provide a succession plan for the future administration of this important role)
- Attend the monthly Committee meeting.