



PROBUS Club of Prince Edward County

## **Program – Guest Speakers for Regular Meetings**

GOAL: To arrange for interesting, informative, educational guest speakers for regular meetings.

1. Prepare a schedule of guest speakers for the year
2. Arrange for members of the club to introduce and express appreciation to guest speakers
3. Determine required equipment and work with the guest speaker to ensure it is available
4. Provide a suitable gift for the guest speaker
5. From time to time short “who am I” talks can be given by members of the club
6. Advise the Newsletter Editor of upcoming guest speakers and the names of the members who will introduce and express appreciation
7. Assist the incoming Program Chair by setting up speakers for 1-2 months at the beginning of their term.

### POLICIES:

1. The gift is to be a maximum of \$50.00.

**As approved by the Management Committee on November 6, 2018.**