



PROBUS Club of Prince Edward County

Social & Entertainment Committee Procedures

GOAL: To arrange fun events, activities, and groups for members through meetings, interest group activities and social events throughout the year.

1. The Chair of the Social & Entertainment Committee sits on the Management Committee and will act as liaison between the Leaders and the Management Committee
2. The members of the Social & Entertainment Committee are the Leaders of events, activities, groups
3. The Chair will prepare a “tentative” event, activity, group calendar for the year
4. All new events, activities and groups will be approved by the Management Committee prior to communication with the membership
5. The Chair will recruit “Leaders” for each event, activity or group
 - a. Hold regular meetings of the Leaders
 - b. Encourage the Leaders to provide information for the newsletter and the website
6. Working with the Leaders, plan and prepare a budget (if required) for each event/activity
 - a. Print, sell and collect payment for tickets
 - b. Prepare deposit summary when giving money to the Treasurer
 - c. Prepare financial report for each event when the event has been completed
7. From time to time the Social & Entertainment Committee will conduct a survey with the club members to better understand their interests and seek their recommendations for events, activities, groups
8. The Chair will maintain an up to date listing of events, activities and groups that includes the name of the Leader, contact information and time of meetings
9. The Chair will advise the Newsletter Editor of future events, activities, groups so that members can plan well in advance
10. The Chair will ensure that regular email updates are sent to members on events, activities, groups
11. Assist the incoming Chair of Social & Entertainment by providing them with contact information for all Leaders and also information on theatres, bus companies, favourite restaurants, etc.

POLICIES:

1. All sub groups are named “groups” not “clubs” i.e. the Book Group, Cycling Group
2. Only members can sign up for events, activities, and groups i.e. meeting guests and those who have not yet completed the application process cannot sign up

As approved by the Management Committee as of May 14, 2019.

3. Events, activities, and groups (in particular bus trips and excursions) are first for members; if space remains the spouse/partner of members will be invited; if space still remains then neighbouring PROBUS Clubs will be invited
4. All event costs must be paid in advance and there will be no refunds; if a member cannot attend it is acceptable for them to find another club member to take their place; the event chair must be advised of this change
5. For insurance purposes the lead for each event/activity/group will keep a record of the date, time, location and names of all participants
6. Incidents or accidents that occur at any PROBUS event must be reported immediately to the President and to the Social & Entertainment Chair; subsequently an incident report form is to be submitted
7. All event/activity/group leaders will have copies of the approved incident/accident form and it is also available on the members-only section of the website
8. Members are to wear their PROBUS badges at all social, entertainment, and group activities.