

PROBUS CLUB OF DURHAM WEST

SPEAKER CHAIR ROLE – UPDATED MAY 2023

SPEAKER CHAIR – 2023 role description in detail

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Organize an interesting speaker program for the general meetings.
- Submit a monthly notice to the Newsletter Editor announcing upcoming speaker and topic of presentation.
- Negotiate speakers' fee and presentation requirements e.g., projector, computer, microphone, side table for sale of books etc...
- Arrange speakers' cheque (if any) with Treasurer.
- Meet speaker on arrival and provide hospitality and assistance with setting up for presentation.
- Introduce speaker using bio provided or gleaned from internet.
- Thank speaker after presentation and present cheque x Ask speaker to draw the Share the Wealth ticket.
- Ensure equipment belonging to the Ajax Community Centre and the Club is stored safely.