



# THE PROBUS CLUB OF BURLINGTON LAKESHORE

## House Committee Chair

1. House Committee consists of the Chair, greeters and money collector.
2. Prior to members' arrival at each monthly meeting, the chair will ensure:
  - House Committee members arrive 45 minutes before the meeting commences;
  - coffee and juices are available on a designated table 45 minutes before meeting;
  - coinage is available before the meeting for 50/50 draw and drinks;
  - AGB has set up the podium and that two hand-held microphones and the clip-on microphone are available and working properly;
  - the Probus banner is placed on the podium, facing the audience;
  - window curtains are either up or down, to provide optimal AV performance;
  - name badges are placed alphabetically on the table;
  - two tables are set up for the badges and 50/50 draw;
  - two table are set up for events;
  - one or two tables are set up for coffee and juices as required;
  - chairs are provided for each table as required;
  - the attendance number at each meeting is recorded;
3. Ensure the Speaker's Committee Chair informs you at least one week prior to the meeting the speaker's requirements, (laptop computer, projector, screen, power, table for promotional material, etc.)
4. At least two days prior to the meeting, the President is to be advised the names of the greeters and 50/50 collector. An e-mail is sufficient;



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5. During the meeting, provide the president the basket of tickets for the 50/50 draw and the amount collected written on a note. Half is to be given to the winner, half to be delivered to the treasurer;
6. Return the Probus banner, (in a cardboard sleeve), badges and any other Probus paraphernalia to the shelf in the storage room following each meeting.

(Time estimate: Approximately 2 hours per month)