



## THE PROBUS CLUB OF BURLINGTON LAKESHORE

### Speakers Committee Chairman:

1. The main responsibility is to obtain interesting speakers in a wide variety of subjects such as health, welfare, political and sports for our monthly meetings.
2. Suggestions for speakers come from a variety of sources: our own club members, speakers that have addressed other Probus Clubs, Probus websites, men and women who have appeared in local media with an interesting story to tell, etc.
3. Once a speaker has agreed to speak to our group, obtain the biography of the individual along with a picture and forward to for our Hi Lites newsletter editor.
4. In addition to Hi-Lites, inform local newspapers about each meeting and speaker. These notices should be sent at least two weeks prior to our meeting date and should state "Visitors Welcome." "If interested, call [Membership Chair's name and phone number]. The notices may be sent by e-mail to:
  - The Burlington Post: [kyanchus@metroland.com](mailto:kyanchus@metroland.com)
  - The Hamilton Spectator: [toogood@thespec.com](mailto:toogood@thespec.com)
5. Provide the House Committee Chairman with the speaker's visual and audio aids requirements:
6. Ensure members are identified who will introduce and thank the guest speaker. Typically, the Speaker's Chairman will introduce the speaker, but alternatively, consider a member who knows the speaker, former presidents, existing executive members or members who might be comfortable in a short public speaking scenario. Ensure the president is informed the names of these members.
7. Arrange for speaker's honorarium, typically \$100.00 for local speakers; \$150.00 for speakers who must travel from out of town. Typically, this is in the form of a cheque, obtained from the treasurer. In lieu of a cheque, the speaker may be unable to accept payment, but may wish to have a contribution made to a charity, or be given a Probus gift pen.

(Time estimate: Approximately 5 hours per month)

