

## **PROBUS CLUB OF BURLINGTON LAKESHORE**

### **ROLE DESCRIPTION FOR CHEER COMMITTEE**

1. Provide Hi-Lites Editor monthly submission for newsletter.
2. Receive notification of illness or death of a member, or their spouse.
3. When advised of the illness of a member, arrange to visit or telephone/email them.
4. Send a get-well card if a member is in the hospital or ill for a week or more.
5. On the death of a member's spouse, send a sympathy card to the member.
6. On the death of a member:

Send a donation to the charity of choice.

Send a sympathy card to the family.

Obtain approval from family and provide Hi-Lites Editor with details of the death or request Hi-Lites Editor to send as a News Flash.

7. As soon as possible, advise the President of ill health or death of a member.