



# THE PROBUS CLUB OF BURLINGTON LAKESHORE

## Internal Communications Chair - Newsletter / Hi-Lites Editor

1. Produce and distribute the Hi-Lites newsletter monthly. This involves:
  - Contacting members of the management team in advance to solicit articles,
  - Using Microsoft Word or other newsletter software to organize articles along with supporting photos into a finished newsletter,
  - Uploading completed newsletter in PDF format to the club website and updating the website link to access newsletter from the website,
  - Preparing emails using MailChimp or other email distribution software to:
    - forward a link to the newsletter to all members,
    - any other issue requiring communication to club members,
  - Keeping the membership email addresses up to date in the email distribution software from information forwarded from Membership Chair,
  - Sending a hard copy of Hi-Lites by Canada Post to members that have chosen not to receive electronic version:
    - Printing and photocopying newsletter
    - Preparing mailing labels and return address labels
    - Stuffing and mailing,
  - Forwarding, by email, the newsletter to other Probus Clubs and Probus Canada.



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2. Maintain the club website by:
  1. Keeping the domain name current and functional through Hostgator, including paying the annual service fees for web hosting,
  2. Keeping website content current using Wordpress software or equivalent by:
    - Receiving content periodically from Management team
    - Adding the Hi-Lites newsletter monthly
    - Periodic changes to format to keep site fresh
    - Discarding out-of-date content on as needed basis.
3. Pay invoice for annual fee for Zoom Workplace Pro and submit to Treasurer for reimbursement.
4. Monthly Club Membership Meeting
  - Contact guest speaker by email in advance of each meeting with a request to bring any electronic presentation on a memory stick to be inserted into podium laptop computer and shared with the audience. See **Exhibit 1** for sample of email to guest speaker.
  - Work with site A/V Specialist:
    - to set up podium laptop and wireless connection to PNUC network,
    - sound system for all people who will be speaking at the podium.
    - Install Obsbot Webcam on podium laptop and test functionality.
  - Start up Zoom on podium laptop and record the meeting for uploading to YouTube. Refer to **Exhibit 2** Technical Notes – Hybrid Probus Meeting at Port Nelson United Church for detailed instructions.

- Count and record the total number of members and guests in attendance, not including coffee sponsor representatives for reporting to the Management Committee.
- Take the PNUC hand-held microphone to meeting attendees wanting to pose a question to guest speaker.

#### 5. Monthly Management Committee (MC) Meeting

- Send out Zoom meeting invitations to all Management Committee members 5-7 days in advance of each monthly Management Committee meeting.
- Act as Host for each MC meeting on Zoom, start meeting and admit any participants in waiting room.
- Report to MC Committee total number of attendees at previous months' club membership meeting, total number of views of recorded meeting uploaded to YouTube, and deadline for submissions for the next Hi-Lites publication.

The Internal Communications Committee currently consists of one person who acts as Chair, is a member of the management Committee, and supports one volunteer who performs the majority of the duties covered in this job description. (Time estimate: Chair 2 hours per month, Volunteer 2 – 4 hours per month)

## **Exhibit 1 Guest Speaker email communication sample**

Hello \_\_\_\_\_,

This is a quick note to advise you of some of the mechanics associated with our meeting at Port Nelson United Church on Tuesday \_\_\_\_\_. Dave McKenzie and I will be handling the technical aspects of this meeting.

Because we will be running a hybrid meeting with members in person and also at home via Zoom, it will be necessary for you to use the church's laptop for presentation material. This laptop will be positioned on the speaker's podium and will essentially be a Zoom participant in the meeting. As such, please plan to bring any presentation material, such as PowerPoint, on a USB stick. We will arrange with you to "Share Screen" so that your presentation will be projected on the big screen at the church for viewing by all participants of the meeting.

The meeting, including your presentation, will be recorded and made available only to our Probus club members to view on YouTube for one month.

A few of our management team will be at the church at 9:00 for setup. Kindly plan to be there by 9:30, as well, so that we can have everything ready and tested in advance of the start of the meeting.

I look forward to meeting you on Tuesday, and to hearing your presentation.

Best regards,

Ron Shermet

Internal Communications Committee

## **Exhibit 2 Technical Notes - Hybrid Probus Meetings at Port Nelson United Church**

The primary purpose of the Zoom hybrid meeting is to record the meeting so that it can be uploaded to YouTube. Occasionally, we may have one or two Zoom participants.

### **PNUC1: On the Side Table Laptop:**

- Start Zoom.us from the browser
- Sign in with Email address: To be provided  
Password: To be provided
- Select recurring meeting: "Probus Club of Burlington Lakeshore Monthly Meeting" – press "Start"
- Rename this participant to "PNUC1"
- **Leave on Mute.** Turn down speaker if necessary.
- After the PNUC Podium laptop has been connected to Zoom make that user "Co-Host"
- If there are other Zoom participants, ensure that they remain muted.
- If the Guest Speaker is a Zoom participant from outside the meeting room, make him/her "Co-Host" for screen sharing purposes.
- When meeting is about to start, start recording to "Record to the Cloud"
- At the conclusion of the meeting
  - Press Recording Stop button
  - Click "End" and "End Meeting for All"

### **PNUC2: On the PNUC Podium Laptop, start the Zoom meeting:**

- Click on the "Zoom" icon.
- Click "Join a Meeting", Enter Meeting ID and Meeting Passcode (from invitation)

- Ensure PNUC1 laptop has made this computer “Co-Host”
- Ensure this participant is Un-Muted and Microphone is at maximum.
- Ensure any memory stick is inserted and the PPT presentation by guest speaker is ready to be shared for projection to the audience.

Note: It may be necessary to enter a Zoom verification code to start up the PNUC1 laptop. This code will be sent by Zoom via email to Dave McKenzie. If Dave is not at the meeting, call him at 905-639-7529 or 905-966-6896 to retrieve the code.