



THE PROBUS CLUB OF BURLINGTON LAKESHORE

Special Events Chair

1. The Events Chair is responsible for planning, organizing and coordinating the Club's special events program and ensuring that members are informed of and able to participate in Club events.
2. The Events Chair will:
 - recruit and lead an Events Committee, preferably consisting of two to three additional members, and delegate responsibilities as appropriate;
 - prepare a draft annual events calendar during the last quarter of the calendar year for review by the Management Committee;
 - establish the final annual events program, including dates, costs and event coordinators, early in each calendar year;
 - arrange with the Treasurer for the establishment of event cost centres and related financial tracking, where appropriate;
 - prepare and maintain sign-up sheets for each event, including event details, costs, attendance limits and participant contact information;
 - establish and maintain waiting lists for events that become oversubscribed;
 - ensure that the Events table is staffed at monthly meetings and that sign-up sheets and event information are available to members;
 - provide regular updates to members regarding upcoming events and registration status;
 - liaise with the Membership Chair to obtain current membership information required for event communications;
 - establish registration and payment deadlines for events and communicate these deadlines to participants;
 - liaise with the Treasurer regarding payment status and follow up with members as required;

- communicate event details, schedules, locations and any special requirements or restrictions to participants prior to each event;
 - provide information on upcoming events to the Hi-Lites Editor for inclusion in the Club newsletter;
 - identify opportunities to improve the Club’s events program and enhance member participation and satisfaction.
3. Provide regular updates to the Management Committee on completed events, upcoming events, participation levels, financial matters and any issues requiring attention.
 4. Participate as a member of the Management Committee, attending meetings and contributing to overall Club planning and decision-making.

(Time estimate: Approximately 2–10 hours per month, depending on the number and complexity of events being organized.)