

GUEST SPEAKERS OFFICER

Arranging interesting programs is one of the most important and challenging assignments in a Probus Club. To hold the interest of members, programs must be well balanced with informative and thought-provoking subjects presented by accomplished speakers. Some highly qualified people are uninteresting speakers; so it is a good idea, if possible, to check on a person's "track record" before extending an invitation to speak at your club. Club members should be asked regularly to provide the names of potential speakers.

In addition:

1. Aim to arrange a varied program six months in advance
 2. Attend Committee meetings and provide a list of future speakers
 3. Give Newsletter Editor a list of future speakers each month for the information of members; and also announce names and subjects of next three speakers at each meeting
 4. Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Probus.
 5. Check payment or other expectation from speaker prior to confirming booking.
 6. Ask speaker for the title of the talk and biographical note (for the information of the newsletter editor and the member chosen to introduce the speaker)
 7. Follow up with a letter confirming the arrangements, setting out details of location, time (suggest arrival in time to have tea/coffee with members), length of address (up to 45 minutes plus question time), transport arrangements and your contact telephone number.
 8. Follow up with reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (white board, screen, projector) and confirm any transport arrangements.
 9. Greet speaker on arrival; offer refreshments, introduce to President, Committee and member who will be introducing the said speaker.
 10. Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a small gift as a memento of the visit.
 11. Attractive small gifts with the Probus emblem are available from authorised licencees. It is very important that the persons introducing and thanking the guest speakers be reminded that they are not extra guest speakers!
 12. Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. It is most probable that there are excellent speakers in your own club who, if asked, will have a program prepared; but make sure you have more than one reserve speaker.
 13. Many clubs have a Member talk at each meeting; for 10 minutes before the morning tea break about their professional or business career or some special interest. Such talks can be very interesting and help to promote friendship within the club.
- Contact PSPL for a state/territory speakers listing.