



Probus Club of Holland Park Inc.

GUEST SPEAKER ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The task of the Guest Speaker is a key assignment in the Club. Programs must be well balanced with interesting and stimulating subjects.

1. Aim to arrange a varied program six months in advance. Consider using PSPL sponsors as guest speakers on a regular basis to stay up to date with the latest sponsor offers.
2. Provide a list of proposed speakers to Club Newsletter Editor to publish on the Club Website and in Newsletters in advance of meetings.
3. Contact the proposed speaker at least three months before the meeting at which the person is invited. If necessary, explain the objectives of Probus. Get the speaker's contact details email, mobile number, mailing address etc.
4. Ask the speaker for the title of the talk and biographical notes and send to the Newsletter Editor/ Webmaster Officer.
5. Confirm talk with an official Club email confirming the meeting place arrangements, the venue location, date and time (suggest arrival in time to have tea/coffee with members), length of talk, and any other requirements for the presentation such as equipment required (white board, screen, computer and projector)
6. Follow up with a reminder telephone call about a week before the date of meeting, checking on any special arrangements, and confirm any transport arrangements.
7. Greet speaker on arrival - offer refreshments, introduce to the President.
8. Introduce speaker to the members
9. After the presentation, thank the speaker and present a small gift in appreciation. (Small gifts with the Probus emblem are available from authorised licensees).
10. Try to have a short list of emergency speakers who can fill in with an interesting talk at short notice. PSPL sponsors can usually fill in for cancelled speakers at short notice.
11. Appreciate that Club members often make the most interesting guest speakers. Such talks help promote friendship within the Club. You can contact PSPL for an up to date speakers listing.