

AGENDA

Citywest Probus Group 10

(alias District 9675 Cluster 10)

10:00 AM, Fri 17th May 2019

Celebration Room, Club Burwood RSL

96 Shaftesbury Road, Burwood

Co-ordinator: Noel Jones

Special Topic: *Being Secretary*

1. Welcome
2. Introduction of Club Representatives
3. Issues Arising from Previous Meeting/s and Information Days
4. Introduction to Special Topic 'Secretaries and Assistants'
5. Discussion on the Topic by Club Representatives

Some pointers might be:

- The First Three Months
 - a. Is this your first time as Secretary of the Club?
 - b. How are you finding it?
 - c. How has/will your Club benefit/ed from your willingness to stand?
- The Role
 - a. Have you read the Role Description in the Probus Club Handbook?
 - b. Do you expect to enjoy the role?
 - c. How long are you prepared to remain in the role?
 - d. Are you receiving adequate support from the Committee Members and Club Members?

6. Other General Items for the Group
7. Reservations at Burwood RSL have been made for the Cluster 10 Meetings on the following Fridays:
16th Aug 2019, 15th Nov 2019 and 21st Feb 2020.
8. Next Meeting – **16th Aug 2019**
Special Topic: "Membership, Welfare, Hospitality and Annual Tours"
9. Future Meetings: Publicity and the Use of The Web
(viz Facebook/Nabo/microsite and possibly incl. a Web Workshop)