

AGENDA

Citywest Probus Group 10

(alias District 9675 Cluster 10)

10:00 AM, Fri 15 Nov 2019

Celebration Room, Club Burwood RSL

96 Shaftesbury Road, Burwood

Co-ordinator: Noel Jones

Special Topic: *Publicity, Membership & Succession Planning*

1. Welcome & Introductions
2. Issues Arising from Previous Meeting/s
3. Discussion on the Special Topic

Some pointers that may help prepare discussion

- Publicity
 - a. Do we have a Publicity Officer?
 - b. How do we publicise our Club?
 - c. Do we call upon PSPL or other Clubs for ideas and assistance?
 - Membership
 - a. Do we have an Officer responsible for keeping Membership records?
 - b. What records do we keep?
 - c. How do we use these records?
 - Succession Planning
 - a. What is Succession Planning?
 - b. Have we started planning for the next AGM?
 - c. How do we prepare potential Officers for new roles?
 - d. Need all the roles be borne by Committee Members?
4. Any Other General Items
 5. Reservations at Burwood RSL have been made for the Cluster 10 Meetings on the following Fridays:
Fri 15th Nov 2019 "Publicity, Membership and Succession Planning"
Fri 21st Feb 2020 "Future Planning, Websites, Communication, Speakers"

Cluster Meetings should be on days that suit most of our Member Clubs. For most, it's towards the end of the month and on a Tues, Thu or Fri. Please let me know which days of the month best suit your Club.