

## **Probus Program Committee (updated 2023)**

### **Booking Speakers for Probus Meetings**

#### **1. Confirmation Letter**

- When the Coordinator has a commitment from the speaker for a specific date, send the “Speaker Confirmation Letter”.
- Using the template, personalize the letter by adding the name, date to speak, date to submit bio/photo, and any other information specific to this particular speaker.

#### **2. Newsletter**

- When the Coordinator receives the bio and photo, send them to the Newsletter editor (currently Kriss Gandier).
- A speaker bio and photo are printed in the newsletter. The deadline for submissions to the newsletter is the 20<sup>th</sup> of the previous month. (e.g. the deadline for the February newsletter is January 20).
- The confirmation letter asks the speaker to submit a bio/photo by a date which will meet this deadline.

#### **3. Honorarium**

- The Coordinator submits a “Request for Reimbursement Form” to the Treasurer (currently Suzanne Cline) at least a week before the meeting. The standard honorarium is \$200.
- For people who work in government, publicly funded organizations such as the City of Cambridge, Waterloo Regional Police Service etc., or for organizations which do not allow their employees to receive money for speaking engagements (eg, CBC), we give them a choice of a gift package from Reid’s (approximate cost \$50) or a donation (\$200) to a charity of their choice.
- Speaker requests for higher honoraria, travel expenses, etc. have to be agreed upon by the program committee.
- The Treasurer will have a cheque ready at the meeting.

#### **4. Thank you**

- Either the Coordinator or someone designated by the Coordinator will thank the speaker. A thank you card will be provided by Judith Naylor in which the Thank You person will write an appropriate note. The cheque will need to be included in the card.

#### **5. Information to Meeting Chair**

- The Co-Chair will send (1-2 weeks before the meeting) the names of the speaker, the people doing the introductions, moderating the questions and thank you to the President (Stasia MacLeod) and the Secretary (Aline Chan) for the meeting agenda.