

**BEAVER VALLEY PROBUS CLUB  
GUIDELINES/INFORMATION  
FOR EVENTS AND ACTIVITY GROUPS  
October 2006**

**1. BEAVER VALLEY PROBUS OPERATING POLICIES**

The operating policies of the Beaver Valley Probus Club are outlined in the policies document. Please read and adhere to them when co-ordinating your group or event.

**2. CONVENORS AND CO-ORDINATORS**

The Social Events Convenor has overall responsibility for all large functions that involve the whole club like the Car Tour, Picnic, and Christmas Party. Each individual function has its own co-ordinator, who gets guidance and support from the Convenor. The Activity Group Convenor is primarily responsible for the annual Activity Fair. Activity groups that involve a subset of members with a particular interest also each have a co-ordinator. These co-ordinators have the guidance and support of the Convenor. Both Convenors, are members of the Management Team and communicate with it and the Club as a whole.

**3. LIABILITY OF A CO-ORDINATOR**

Members of Beaver Valley Probus are covered by a group liability policy held by Probus Canada - *as long as what they do is a sanctioned activity of a group that is organized and operated with full knowledge and approval of the Management Team.* Invited guests (including spouses) are covered *if they are registered as guests.* List all guests at your activities. Your liability coverage does not extend to members of the general public.

Consider any risks involved in your activity. Ensure your members are aware of them and can judge whether it is suitable for them to participate. Probus Centre Canada recommends that you not serve alcohol. At Club events like the Christmas Dinner, alcohol may be purchased from a licensed vendor. Probus does not supply or sell alcohol.

**4. LIABILITY WHEN HOSTING PROBUS GROUPS**

Your home insurance policy is the first line of liability coverage. Probus Liability Insurance is next. It is recommended that you do not offer alcoholic beverages.

**5. STARTING NEW ACTIVITIES/EVENTS**

Activity Groups can be started anytime but the usual time is the Fair in March. At any time, speak to the Activity Group Convenor who may know if anyone else is interested or will help in finding others. If you have an idea for a new Club Event or are willing to lead an old one, speak to the Social Events Convenor .

**6. THE ACTIVITY FAIR**

The Activity Fair is the annual March showcase and sign-up for Beaver Valley activity groups. It is organized by the Activity Group Convenor and the co-ordinators of all groups. Each group has a display of their activities, and greets Club members who are interested in those activities and may want to join in. Sign-up sheets for potential activity groups are also displayed. Every

year thus far, the Club has accepted 70-90 new members in February. This is their first chance to see what's available.

## **7. SCHEDULING ACTIVITIES**

Activities will get the greatest participation if they don't conflict with other Club Events or Activity Groups. Check the latest newsletter. Check the Club calendar on the website. Call the Social Events Convenor in case planned Club Events have not yet been formalized and announced. Check the schedule of activities at our meeting in the BVCC.

## **8. SUPPORT FOR ACTIVITY CO-ORDINATORS**

The role of the Activity Group Convenor (part of the Management Committee), is to support Activity Group co-ordinators.

Support is also available from -

- members of your group (you're the organizer, not the expert)
- last year's co-ordinator.
- the Event Convenor
- any or all of the Management Committee
- other co-ordinators (see website or inside cover of the membership list)

## **9. COMMUNICATION RESPONSIBILITIES**

Keep your members well informed by taking full advantage of our Club's communication vehicles. The purpose of each is to:

**Website** - describe your activity to potential members of your activity group. Suggestions regarding content can be found on the website. Be sure to keep your section of the website up-to-date at all times by sending updates to the Management Committee member in charge of communications. . The content of your section must comply with Club policies.

**Monthly meetings** - make announcements about your groups activities, recognizing not all activity group members may be present.

**Newsletter** - share the enjoyment of your activities with other club members. Most are interested in what you do. Your newsletter article should be a brief, concise summary of what your group has been up to over the past month and a brief general description of what is coming up in the near future. The content of your articles must comply with Club policies.

**Email and Activity Group meetings** - request information from your group and provide them with the specific details of future plans. Remember to blind carbon copy (Bcc) members of your group. For group members that do not have email, suggest they buddy with a member who does or you may wish to form a telephone committee within your group.

Keep the Activities Convenor (and thus the Management Team) advised of your activities through the website, newsletter and emails. For you to be insured, the Management Team must be aware of your activities.

## **10. MANAGING NO-SHOWS**

Members have great initial enthusiasm and often sign up for groups and events but don't follow through with participation. When organizing an event, reduce your financial exposure and avoid unnecessary work. Ensure follow-through by requiring payment (by cheque) before members can register for the event. Within Activity Groups, ask 'no shows' if they would like to be removed from distribution lists.

## **11. ACTIVITY GROUP SIZES**

The group decides what its optimum size should be and if the group should be split for any reason. For instance, the First Book Club decided that a discussion amongst more than a dozen people was not desirable. Since 12 out of 20 is their usual attendance, they have capped group membership at around 20. Thus they helped get the Second Book Club started. The Hiking Group split because of the strenuous nature of the hikes and a Nature Walk Group was formed. **Non-member guests should not be welcomed if they make participation by members less satisfying.**

## **12. ACTIVITY GROUP USE OF THE BV COMMUNITY CENTRE**

On the day of the monthly meeting Probus pays to rent the large room all day. We do not rent in December. The small room is rented only for the duration of our meeting. Activity after our monthly meeting requires BVCC staff to stay longer than usual and must be arranged ahead. Contact the President or VP to check on availability, and to book space.

## **13. TRANSPORTATION OF MEMBERS TO EVENTS/ACTIVITIES**

For the smaller groups, car-pooling is the usual mode of transportation. For Club events, the Social Events Convenor often rents buses and can provide advice on renting for a large activity group. The cost of transportation is borne by the members participating.

## **14. LENGTH OF SERVICE FOR GROUP CO-ORDINATORS**

There is no 'term of service' for co-ordinators. Continue to do it as long as you enjoy it. But think ahead. Job share. Get a member of your group to co-ordinate with you. You will both want to take holidays. Build in a succession plan. Have someone who will be involved in leading this year and take over next year. *Every group benefits from new ideas and personalities.*

## **15. HOW LONG DOES A GROUP LAST?**

Any group will last only as long as enough people enjoy it and someone will organize it. Groups can 'fade away' for many reasons. The group may not operate as envisioned by those who signed up. Some may try it for a while and decide it's too ..... for them. Members may want to try another activity. Physical capabilities change. The focus of the group may change - or not change enough. Don't feel badly if the time comes to disband a group. Please let the Activity Group Convenor know if your group is no longer active or the leadership changes.