



## **ROLE DESCRIPTION**

### **GUEST SPEAKERS OFFICER**

Arranging interesting speakers is one of the most important and challenging assignments in a Proboscidea Club. To hold the interest of members, programs must be well-balanced with informative and thought-provoking subjects presented by accomplished speakers.

The Officer should:

- 1 Aim to arrange a varied program six months in advance. Utilise 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.
- 3 Approach the speaker at least three months before the meeting at which the person is invited to speak. If necessary, explain the objectives of Proboscidea.
- 4 Check payment or other expectation from the speaker prior to confirming booking.
- 5 Ask the speaker for the title of the talk and biographical notes (for the information of the Newsletter Officer and the member chosen to introduce the speaker).
- 6 Follow up with an email confirming the arrangements, setting out the location, time (suggest arrival in time to have tea/coffee with members), length of address, transport arrangements and contact telephone number.
- 7 Follow up with a reminder telephone call about five days before the date of meeting, checking on any special arrangements, equipment required (white board, screen, projector, etc) and confirm any transport arrangements.
- 8 Greet speaker on arrival - offer refreshments, introduce to the President, the Committee and the member who will be introducing the speaker.
- 9 Arrange for a member, preferably one with some understanding of or interest in the subject, to thank the speaker and present a small gift in appreciation.
- 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. Contact PSPL for a State/Territory speakers listing.