

GUEST SPEAKERS COMMITTEE RESPONSIBILITIES

Guest Speaker Committee – the club member responsible for this committee shall make arrangements to invite a minimum of four (4) guest speakers to visit our club, on dates other than when the District Governor or other Cabinet Officers are making their official visits, in order to make interesting and informative presentations to our members at the second meeting of the month when convenient. This committee is responsible for making sure the guest speaker 1) is properly greeted on arrival 2) is introduced to the membership at the appropriate time 3) receives a complimentary dinner and, 4) receives a suitable thank you for their services which may include a cheque when appropriate, not to exceed \$25 and made payable to a charity of their choice. This committee is also responsible for ensuring a personal gift, not to exceed \$50, is presented to the District Governor on his/her annual official visit

The committee should liaise with the various club committee chairs when selecting guest speakers. Guest speakers for the various special meeting nights (installation, charter, Christmas) are the responsibility of the special meeting chair.