

BEAVER VALLEY PROBUS CLUB
SUPPORT GROUP COMMITTEE MEMBERS
JULY 2008

RESPONSIBILITIES:

1. Annually, the Support Group Coordinators will solicit volunteer members for their group. Subsequently, the Coordinators will establish a monthly schedule, with at least two members each month. This will allow these members to cover off for each other in the event they become unavailable.
2. The Coordinators are responsible for advising the established schedule and any subsequent changes, to the Communications/Newsletter Coordinator in time for the monthly Newsletter publication.
3. At the beginning of your month, each member must contact their co-member to coordinate receipt of the binder, each other's availability and plan any actions needed. The selected member will accept delivery of the binder, keep the binder, and record all the actions taken by both members.
4. Each member will accept any contacts from club members, and consult with their co-member re follow-up.
5. The Support Group maintains a Recording Binder which consists of these **Guidelines and Responsibilities** for members, an ongoing recording of actions taken by the members, and a supply of blank Probus cards and stamps. Should the supply of cards and stamps be low, the volunteer will replenish the supply of blank cards from the Coordinators, and stamps from the Post Office.
6. At the end of the month, the binder will be delivered to one of the next month's scheduled members.
7. Expenses incurred should be submitted monthly to the Treasurer by the member who incurred these expenses.
8. **Note:** following the death of a Probus Club member, the volunteer must communicate this loss to the President and Communications/Newsletter Coordinator.
9. Volunteer members are reminded of privacy issues related to personal information.
10. A designated Director at Large from the Management Committee will work with the Support Group Coordinators to ensure the Support Schedule is published in the Newsletter; the Recording Binder is passed on each month in a timely manner, and at minimum, annually, in January, a statistical summary of support events, and the number of cards and gifts, is provided to the Management Committee for their information.

GUIDELINES:

Regularly encourage all club members to inform the scheduled support group member (name listed monthly in Newsletter) of illness, hospitalization, or death of a Probus Club member or one of their family members. The Support Group contact member will determine the most appropriate approach to the family, depending on the circumstances.

Cards should be sent for short term illnesses or surgeries. Plants/flowers may be sent for long term illness, or other critical situations. **NOTE:** following the death of a club member, the volunteer will send a card to the family and notify the President and the Communications/Newsletter Coordinator, who will in turn inform the remainder of the Management Committee.

These support services are **NOT** intended to compete with existing professional community services already being supplied. A telephone contact by the Support Group member may give rise to a further identified need, e.g. a friendly home visit.