

## **Beaver Valley Probus Club Communications Guide**

This document provides guidelines for Activity Coordinators, Social Convenor and all Members of our PROBUS Club

### **The Paper Newsletter provides .....**

- Management Committee information
- President's message
- A list of current activities
- Highlights of what has happened over the last month
- Noteworthy recognition of member achievements both within and external to the Club
- A brief description of what is planned for various activity groups for the next month including locations, dates and times if desired by the coordinator. Details will be presented in the electronic newsletter
- An introduction to stories of interest to our members
- Introductions of newly offered social events
- Listing of all upcoming social events including names, dates, times and duration
- Information about the current month's speaker, including photo, biography and subject
- Date and time of next meeting

### **The Electronic Newsletter will provide all that is in the paper version, as well as ....**

- Details on articles submitted
- Faster access for "Dial-up" users (faster than the existing PDF version)
- Additional details not available in the paper version of the newsletter, for example:
  - Full size colour photos.
  - Audio / video clips.
  - Links to external and Probus websites.
  - Links to Google maps.
  - Automated e-mail response.

### **The Website provides where applicable.....**

- Club Rules
- Roles and Responsibilities
- General description of each activity/event including, for example:
  - where and how often the group meets
  - duration of the sessions
  - special safety considerations
  - special equipment or supplies required
  - cost to participate
  - how details of the activity will be communicated.
  - links to external websites
  - photos of members in action.

**Emails from Activity Coordinator are issued to .....**

- Provide specific details of upcoming activities to signed-up members.
- Request information from activity group members.
- Provide a schedule for the season.
- Inform group members of the need to change/cancel a planned session.

**Telephone calls are used primarily for .....**

- Emergency or weather-related cancellations
- Confirmation and follow-up.