

# The PROBUS Club of Milton

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January 2025

## FELLOWSHIP DIRECTOR

### Responsibilities

The Fellowship Director manages the Greeters and Servers at Monthly Meetings. The Fellowship Director keeps track of sick or bereaved members, and those who need moral support or physical help, and sends out cards and notifications as appropriate.

### Duties

1. Recruit volunteers, through sign-up sheets and by other means, as Coffee Servers and Greeters for Monthly Meetings.
2. Communicate with volunteers at least one week prior to each Monthly Meeting to provide a friendly reminder of their upcoming duties.
3. Purchase supplies for refreshments as required: disposable cups, stirrers, coffee, tea-bags, sweetener, milk, cream, serviettes and plastic garbage bags.
4. Arrange for the transportation of equipment and supplies to Member Meetings. Coach volunteers as to their duties as required.
5. Advise the Management Committee if any member could benefit from transport to meetings, or from well wishes and visits while not able to attend regular meetings.
6. In accordance with the current Club Policy on Fellowship (attached):
  - Send cards with appropriate messages to sick or bereaved members.
  - At the death of a member, initiate notification to the Club membership and a donation to the charity of the family's choice
7. Report to the Management Committee and General Meetings (as required) with details of monthly activities.
8. Annually review(s) the Fellowship Director's job description. Present recommended changes to the Management Committee.
9. Serve as a voting member of the Management Committee.

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FELLOWSHIP POLICY (March 2019)

### Dissemination of Information

No information on any medical condition or circumstances of death will be divulged by Probus Club of Milton to any person or body. No such information will be published in our Newsletter or on our Website.

### Notification to Management Committee

The Management Committee will be notified by the Fellowship Director when a Get Well or Sympathy card is sent out and when the Director is made aware of the death of a member.

### Get Well Cards

Get well cards are to be sent to members only. When the Fellowship Director is advised of an illness or injury to a member, he/she will consult with the closest known family member or friend for appropriateness prior to sending a card.

### Sympathy Cards

Sympathy cards are to be sent to members for the death of a member's spouse, child, parent or immediate sibling. Sympathy cards for any other death or situation may be sent at the discretion of the President. When the Fellowship Director is advised of a death in a member's family, he/she will consult with a close fellow member for appropriateness prior to sending a card.

### Death of a Member

When the Fellowship Director is advised of the death of a current member, he/she will initially consult with the member's family to gain approval prior to advising our membership. The Fellowship Director will prepare a notice for distribution to members - after consultation with and approval by the President (or delegate). The Communications Director will send this notice to all members (by email or regular mail if necessary). The Fellowship Director will telephone those members without email (list supplied by Communications Director). The Management Committee will arrange for a donation of \$50.00 to be made to the charity of the family's choice.