

Guidelines
for
Starting a New
PROBUS Club

STARTING A PROBUS CLUB “a 4-6 month Plan”

1. Get permission from your club to sponsor a new club
2. Contact your director about your intentions
3. Request members of the sponsoring Club to attend meetings as support for new Club.
4. Submit Newspaper Articles
5. Prepare and distribute Posters
6. Establish a contact email for all inquiries
7. Create group list with emails
8. Arrange **First Planning Meeting** & invite Group members and Support people to the information meeting. Person who initiates this venture usually chairs the Steering Committee meetings. This can also be co-chaired. Person should already have PROBUS experience.
9. **Second Steering Committee Meeting**
10. Ask for volunteers for Executive positions – especially Membership, Treasurer & President. Provide Job Descriptions
11. **Third meeting** for members who are willing to serve on the executive and help form the club.

STARTING A PROBUS CLUB

- 11.** Visit suitable club meeting venues – selection based on agreed criteria
- 12.** Provide a copy of PROBUS Insurance for the Venue.
- 13.** Choose date of Foundation Meeting
- 14.** Invite potential members to attend a local PROBUS Meeting
- 15.** Get a letter from the Sponsoring Club President for the Bank & Venue
- 16.** Contact your PROBUS Director to update progress & invite him/her - Foundation Meeting as Speaker.
- 17.** Prepare final Poster, Membership Form & Newspaper Article
- 18.** Arrange a **fourth Meeting** for Steering Committee to solicit volunteers for remaining positions, as well as members to help on several committees. After this meeting, the executive will take on the task of preparing for the Foundation Meeting
- 19.** Arrange **optional Information Meeting** – publicize & invite to community
- 20.** **Fifth meeting** for the executive to finalize plans for the Foundation Meeting & review the Constitution & By-Laws
- 21.** Chair of Steering Committee chairs the **Foundation Meeting**. See PROBUS Canada Booklet on Website for a sample Agenda.

STARTING A PROBUS CLUB

Available material used to form Whitby Brooklin, Clarington & Port Perry

PROBUS overview

- **Origin & Purpose**
- **Typical Club Management Team**
- **Key Club Operational Activities**
- **Typical Group Interest Activities**
- **Typical Club Social Events**
- **Sample list of monthly speakers**
- **Club success is entirely up to the membership – summary**
- **Club start up timeline, Venue, costs**
- **Meet the management team and fill position vacancies**

STARTING A PROBUS CLUB

Available material used to form Whitby Brooklin, Clarington & Port Perry

Contact: canadaprobus@gmail.com

- **POSTERS placed throughout the community**
- **Local Newspaper and Magazine articles published**
- **Planning and Steering committee meeting Agendas**
- **Foundation Meeting Agendas**
- **Membership Application Forms**
- **Venue Selection Template**
- **Management Job Descriptions**

PROBUS Canada Booklet has more details about starting a club as well as forms.

- **Specific Forms must be sent to PROBUS Canada after the Foundation Meeting along with fees and the number of founding members.**