



Fellows Community – Tasks to Keep it Running

Topic	Tasks	Role
Host events	Agree dates and venues the previous year with HQ: Jan, April (before convention), July & October (before convention)	
	Set event agenda.	
	Write copy for use in emails from HQ (see document)	
	Publicise with regular teasers and posts to Facebook and LinkedIn	
	Ask speakers to assist with MC, speaking, hosting tables, facilitating at events.	
New Fellows membership	Approve applications before going to Board. Discuss any issues with Board, HQ or others.	
	Welcome New Fellows <ul style="list-style-type: none"> - email direct - post on Facebook and LinkedIn - invite to Facebook and LinkedIn 	
Host socials	Quarterly, on zoom, 1hr. Agree and publicise dates. [Not hosted by the Professional Speaker's Association (PSA)]	
Strengthen community	Survey members annually for feedback, ideas, comments.	
	Act as a point of contact for queries.	

	Create an annual report to demonstrate what we have done.	
	Create Fellows Committee including Vice President to take on role.	