



## Responsibilities – Guest Speaker

1. Organize monthly guest speakers
  - a. Decide interesting speaker
  - b. Organise ½ hour presentation with chosen guest speaker
  - c. Liaise with presenter
  - d. Ensure projector available/set up
  - e. Introduce speaker at club meeting
2. Maintain & liaise with dive industry contacts
3. Advise newsletter editor re upcoming guest speakers
4. Attend club meetings and introduce guest speakers
5. Attend committee meetings and provide feedback re potential guest speakers
6. Keep projector and screen and take to each meeting. If unable to attend, organize for another person to take for you.
7. Maintain log of speakers with contact details