

**FYLDE DECORATIVE AND FINE ARTS SOCIETY.**

**Cancellation of meetings**

Background

Procedure to be followed in the event that the cancellation of a meeting becomes likely or inevitable

Persons involved

Fylde DFAS Committee

**Procedure**

**A. Pre-cancellation.**

1. Any Member of the Committee receiving information suggesting that a meeting may have to be cancelled should immediately inform the Chair, Vice- Chair and the Programme Secretary.
2. On receipt of such information, the Chair/Vice- Chair and Programme Secretary *(or in the absence of any or all, the Secretary and any one other Committee member nominated by the Secretary to deputise for office-holder)*, in consultation with the Lecturer, shall assess the situation and determine whether the meeting is to be cancelled or whether no action should be taken pending an assessment of circumstances as they develop. *In the remainder of this procedure, a reference to "Chair/Vice-Chair" or "Programme Secretary" shall refer as appropriate to the Secretary and any other Committee Member nominated by the Secretary as outlined above.*
3. If a cancellation is being considered, the Chair/Vice- Chair (or person nominated by the Chair) shall notify the Membership Secretary so that steps can be taken to prepare for a meeting cancellation so that the procedure outlined below can be adopted without undue delay.
4. In the event that the Chair/Vice-Chair and Programme Secretary determine that cancellation is inevitable or advisable, they shall immediately advise the Membership Secretary, who will put in place the measures outlined below.

**B. Cancellation.**

5. The Chair/Vice- Chair shall advise the Secretary of the cancellation and the Secretary will -
  - a. contact the meeting venue to advise of the cancellation
  - b. arrange with the Webmaster (or substitute) that a notice of cancellation is put on the Society's website
  - c. inform local media of the cancellation where feasible
  - d. arrange with the Programme Secretary that a notice of cancellation is put on the door of the meeting venue

**C. Contacting the members.**

6. The Membership Secretary (or substitute) shall by e-mail advise members that the meeting is cancelled, giving outline reasons for the cancellation.
7. The Membership Secretary shall prepare a list of all members who cannot be contacted by e-mail and shall seek assistance from as many Members of the Committee as s/he shall determine, such Members of the Committee to take responsibility for contacting by telephone all the members whose contact details are provided by the Membership Secretary. Members being contacted shall be advised that the meeting is cancelled and shall be given an outline reason. Members offering to contact other members about the cancellation should be encouraged to do so, notwithstanding that such other members may also receive the same information from another Member of the Committee.
8. It shall be the responsibility of each member of the Committee so requested by the Membership Secretary to contact members whose details are provided by the Membership Secretary. In the event that members are not available, messages may be left on an

answering machine; otherwise, further attempts should be made to contact members up to the date of the meeting. A record will be kept of those members who have been contacted (i.e. they will be ticked off on the list);

9. The Chair, Vice-Chair and Programme Secretary shall seek at least two volunteers from the Committee or from other members to attend the meeting venue from 30 minutes before the starting time of the meeting until 30 minutes after the starting time to assist any members who have not been contacted about the cancellation.

**D. Post-cancellation.**

10. After the date of the cancelled meeting, the Programme Secretary shall arrange to remove the notice of cancellation from the door of the venue and the Secretary will arrange for the deletion of the notice on the web-site.
11. The Programme Secretary shall notify the Committee and members of the re-arranged date for the lecture.
12. The next meeting of the Committee shall review the cancellation with a view to determining any changes necessary to the procedure.

**SUMMARY.**

Action	Responsibility.
<p><b><u>Pre-cancellation.</u></b></p> <ul style="list-style-type: none"> <li>• On alerted to possibility of cancellation inform</li> <li>• Assess situation in consultation with lecturer and decide on cancellation/continuation</li> <li>• If cancellation under consideration inform Membership Secretary to prepare for possibility of cancellation</li> <li>• If cancellation decided inform Membership Secretary</li> </ul>	<p>Committee member Chair/VC/Prog. S</p> <p>Chair/VC</p> <p>Chair/VC</p>
<p><b><u>Cancellation.</u></b></p> <ul style="list-style-type: none"> <li>• Advise Secretary</li> <li>• Contact venue</li> <li>• Arrange for notice on Society's web-site</li> <li>• Inform local media where feasible</li> <li>• Arrange for notice to be put on venue door</li> </ul>	<p>Chair/VC Secretary Secretary Secretary Prog. Sec</p>
<p><b><u>Contacting members.</u></b></p> <ul style="list-style-type: none"> <li>• e-mail members where possible</li> <li>• Allocate responsibility to Committee Members for telephoning other members</li> <li>• Telephone members as requested</li> <li>• Ask two Committee Members to attend venue 30 minutes before start time until 30 minutes after in case members arrive</li> </ul>	<p>Membership Secretary Membership Secretary</p> <p>Committee Members Chair/VC/Prog. Sec</p>
<p><b><u>Post-cancellation.</u></b></p> <ul style="list-style-type: none"> <li>• Arrange for removal of notice from venue door</li> <li>• Arrange for deletion of notice from web-site</li> <li>• Rearrange lecture and notify Committee and members</li> <li>• Review procedure</li> </ul>	<p>Prog. Secretary Secretary Prog. Secretary Committee Members</p>

21.04.10