

## **THE ARTS SOCIETY FYLDE**

### **Cancellation of Lectures**

*Also see TASF Risk Register*

#### **Procedure**

##### **A. Pre-cancellation.**

Any Member of the Committee receiving information that a lecture may have to be cancelled should immediately inform the Chair/Vice Chair or the Programme Secretary. On receipt of such information, the Programme Secretary in consultation with the Chair/Vice-Chair and the lecturer shall assess the situation and determine whether the lecture is to be cancelled or whether no action should be taken pending an assessment of circumstances as they develop. If cancellation is inevitable or advisable, the Membership Secretary, Chair/Vice Chair will put in place the measures outlined below.

##### **B. Cancellation**

The Chair/Vice Chair or Secretary will inform the other members of the committee that the lecture is to be cancelled and the reasons why. The Chair/Vice Chair or Secretary will contact the lecture venue to advise them of the cancellation.

The Communications Officer (or substitute) will put a notice of cancellation on the Society's website and inform local media of the cancellation where feasible.

The Programme Secretary (or substitute) will put a notice of cancellation on the door of the meeting venue

##### **C. Contacting the members.**

In consultation with the Communications Officer, the Membership Secretary (or substitute) shall by e-mail, or by letter to those members for whom no email address was received, advise members' that the lecture is cancelled, giving outline reasons for the cancellation.

In the event that emails or letters are returned with an error message, the Membership Secretary shall contact those members by phone, seeking help in this task, if needed, from other members of the Committee.

A record will be kept of those members who have been contacted (i.e. on the membership list).

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

##### **D. Post-cancellation.**

After the date of the cancelled lecture, the Programme Secretary (or substitute) shall arrange to remove the notice of cancellation from the door of the venue and the Communications Officer will arrange for the deletion of the notice on the website and local media.

The Programme Secretary shall notify the Committee and members of the re-arranged date for the lecture.

At the next Committee Meeting, the Committee should review the cancellation and make any changes to the cancellation procedure deemed necessary.

C McHugh  
Secretary  
01.08.2020

Revised from 21.04.2010 (M Nuttall & O Depledge)