

## GUIDELINE

### MEETING CANCELLATION DUE TO SEVERE WEATHER

#### PURPOSE

To outline the procedure for cancelling a meeting when bad weather occurs or is expected. This is to ensure members do not undertake potentially dangerous journeys in order to attend.

#### SCOPE

It applies to the monthly General Meeting.

The principles should also be applied to the cancellation of interest Group meetings, where the Convenor is responsible for taking action.

#### RESPONSIBILITIES

These are outlined in the Procedure below.

#### PROCEDURE

*The Chairman*, after consulting with the Committee, will decide if a General Meeting should be cancelled. The decision should be made at latest the day before the meeting.

Then will email the Committee and all members to notify them of the event cancellation

*The Membership Secretary* will inform the members without email.

Also, will deputize for the Chairman for all communications with the members if required.

*The Speaker Co-ordinator* will notify the speaker.

*The Halls Member* will notify the hall management and cancel the hall booking, and arrange for a notice to be placed at the hall if this can be done safely.

*The Webmaster* will put a notice on the Website.

*The Facebook Page Manager* will put a notice on Facebook.