



Policy Statement Schedule C

Revised September 02, 2026
Reviewed September 02, 2026

Re: Special Interest Group Guidance (SIG)

1. Members who wish to open and lead a SIG shall inform the Vice President and give an overview of the group.
2. The Vice President shall present the SIG idea at the first executive meeting for approval. (Make sure the SIG is in line with the club's bylaws, policies and constitution)
3. After approval the Leader will present the potential new SIG at the next monthly meeting and will post a sign-up sheet.
4. The Leader will also have the club's website and newsletter at their disposal for additional promotion to members.
5. Once formed it is the responsibility of the Leader to give monthly updates to the Communications Chair with pictures and a small write up describing any events that have been held. This will be posted on the website for all members to enjoy. This communication is best done through email.
6. The Leader will, in the event of a non-member of Probus participating in an event with their SIG, ensure that a waiver form is signed removing any responsibility to Probus Club of Nanoose Bay. The activities of our SIG's are considered Probus sanctioned. The completed waiver form(s) will be submitted to the club Secretary for filing.
7. Members of SIG groups are encouraged to support the SIG's that they join whenever possible by attendance to events/get togethers, hosting events, and generally stepping up to help the leaders as required.