

# **GN Policies and Procedures**

## **Policy Section: Committees and External Organizations**

### ***Subsection: Indoor Program Committee***

#### **Topic: Objectives and Operations**

**Status: Approved by Board**

**Date: 1 June 2021**

#### **Policy Statement**

1. The Indoor Program Committee organizes presentations for GN members and the general public. The presentations are usually held following the monthly General Meeting from September to June of each program year. The December and June meetings are traditionally potluck dinners with no program, leaving eight guest speakers each year.

2. The main Committee objectives are to:

- a) Identify and recruit speakers,
- b) Select an appropriate venue in cooperation with the GN Board,
- c) Arrange for speaker accommodations and dinner with selected members before the presentation.

#### ***Procedures***

1. The Committee will inform the Communications Committee of the list of speakers as these are identified and recruited.
2. The Committee will provide a brief description of the presentation and speaker affiliation to the Communications Committee, which will make the announcements in selected GN Society Announcements and appropriate public media outlets. The Committee will make all reasonable efforts to provide this information one month prior to the program so that it can be announced at the preceding General Meeting and allow the Communications Committee sufficient time to meet GN and public media submission deadlines.
3. The Committee will promptly notify the Communications Committee of any program change or cancellation.
4. During pandemics, the indoor program shall be held either virtually or following Alberta health guidelines. Additional precautions may also be necessary to respect concerns of attendees.
5. The Committee shall avoid presentations or discussions that can be perceived as endorsing or rallying against a particular political party or election candidate. These can support or object to policies and actions but not political parties. When referring to previous and existing government actions, policies or proposals, the associated political parties shall not be named but simply referred to as the 'government' or 'previous government'. The same approach shall be used for the 'official opposition'.