

## PROBUS CLUB OF HUNTERS HILL AND DISTRICT

### **Bereavement Procedure**

#### **PURPOSE:**

To inform Club Members of the passing of a Club Member or their partner and to express condolence of Club members to the bereaved family.

#### **ACTIONS:**

Upon receipt of advice of the death of a Club Member or their partner the following procedures should be taken:

- (a) Advice to be passed to the Welfare Officer if she/he is not the initial recipient.
- (b) The Welfare Officer to advise Newsletter Editor/Communications Officer who in turn will send out notice to all members.
- (c) When funeral arrangements are confirmed, advice to be sent to all members.
- (d) Upon receipt of advice the Welfare Officer may send flowers at a cost of up to \$70 including delivery to the family of the deceased together with Sympathy Card or may make a donation to a charity nominated by the family in lieu of flowers and send an appropriate sympathy card..
- (e) In the case of the death of a member the Newsletter Editor will then place a VALE, if one is provided, in the next month's Newsletter.