



NORFOLK FIELD NATURALISTS

POLICIES AND PROCEDURES

CANCELLATION OF GENERAL MEMBERSHIP MEETINGS AND FIELD EVENTS

NO.: 02

DATE: September 12, 2017

AMENDED:

Policy

From time to time, it may be necessary to cancel a general membership meeting. It is the responsibility of the President and Vice President to make the determination.

Procedure — Advance Cancellation

1. A meeting or a field event may be cancelled due to inclement weather, the unavailability/inappropriate condition of the meeting space, or the unavailability of the designated speaker/presenter or event guide.
2. As early as possible prior to a meeting or field event, the President and/or Vice President will determine if a meeting is to be cancelled. As appropriate, the speaker/presenter/guide will be notified if a meeting/event is cancelled.
3. The President and/or Vice President will ensure that members are sent an email informing them of the meeting cancellation.
4. The President and/or Vice President will contact Simcoe radio station, CD98.9, to have the cancellation announced.
5. The President and/or Vice President will notify the NFN Webmaster to post a notice of cancellation on the NFN Website.
6. NFN Members without internet access are encouraged to phone the President and/or Vice President in case any doubt exists whether a meeting or event will proceed as scheduled.
7. As early as possible prior to a meeting or field event, the Field Event leader or Presenter, in consultation with the President, Vice President or Event Coordinator, can recommend the cancellation of an event due to adverse/dangerous conditions — high winds, heavy rain or snow, electrical storm, slippery, icy or other hazardous conditions.

Procedure — Interruption of a Field Event (Risk Management)

A Field Event may be interrupted in case of adverse/dangerous conditions — high winds, heavy rain or snow, electrical storm, slippery, icy or other hazardous conditions resulting in possible injury or death of participant(s). It is the responsibility of the Field Event leader or any NFN board member present to call off the event when faced with serious risk.