



NORFOLK FIELD NATURALISTS

POLICIES AND PROCEDURES

CANCELLATION OF GENERAL MEMBERSHIP MEETINGS AND EVENTS

NO.: 02

DATE: September 12, 2017

AMENDED: July 18, 2023

Policy

From time to time, it may be necessary to cancel a meeting or an event. It is the responsibility of the President and Vice President in consultation with the Director of Programs/Events to make the determination.

Procedure — Advance Cancellation

1. A meeting or an 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 event, the President and/or Director of Programs/Events, 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 Director of Programs/Events, will ensure that members are sent an email informing them of the meeting cancellation.
4. The President and/or Director of Programs/Events, will contact Simcoe radio station, 98.9 FM, to have the cancellation announced.
5. The President and/or Director of Programs/Events, 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 Director of Programs/Events in case any doubt exists whether a meeting or event will proceed as scheduled.
7. As early as possible prior to a meeting or event, the Event leader or Presenter, in consultation with the President, or Director of Programs/Events, 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)

An 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 Director of Programs/Events, or any NFN board member present to call off the event when faced with serious risk.