

Speakers Secretary Role Description

Role summary

To put in place a varied and interesting programme of speakers for U3A monthly meetings, and work closely with other trustees present at the meeting ensure the smooth running of the meeting and talk/presentation.

To attend Committee meetings as required by the Chair/Vice Chair, and to consider becoming a trustee to assist in the running of the u3a as required. If not a Trustee then speakers and programme will need to be signed off by the committee before bookings are confirmed

Main responsibilities:

- Research possible topics for talks using the internet, other U3As, recommendations from members etc.
- Contact likely speakers to scope dates, fees and suitability
- Make firm bookings of individual speakers for specific months, dealing with any unforeseen changes to the programme as they arise
- To always have a back up talk available should a speaker cancel with very short notice
- Keep the Committee regularly updated on the programme and any issues, seeking their involvement in addressing issues as required
- Contact each speaker prior to the meeting to confirm attendance, providing them with final logistical information and checking requirements.
- Liaise with the Treasurer to ensure the speaker's fee and expenses are paid.
- Manage talk at meeting, working closely with other trustees to manage the venue, attendees and speakers. This, depending on Chair/Vice Chair may include welcoming members at start of meeting, and introducing and thanking the speaker.
- Be part of the South West u3a Speaker Secretary Network