

Speakers Secretary - Role Description

1. Role Summary

- To arrange varied and entertaining speakers who will offer a 45/50 minute presentation for our monthly coffee morning meetings throughout the year.

2. Main Responsibilities:

- Keep a list of suggested speakers obtained from:
 - i. Local u3a Speakers Secretaries
 - ii. Local organisations
 - iii. Member recommendations
 - iv. Internet
- Devise a programme for the following 12 months by:
 - i. Booking speakers for future Coffee Morning meetings, bearing in mind price (including any travel expenses) and the variety of subjects.
 - ii. File details received of prospective future speakers and reply if received by email
- Consult with members to understand their interests, seek feedback following the meeting and offer feedback to Speaker
- Keep a list of previous speakers to avoid repetition
- Ensure variation of topics/speakers, in line with members' interests
- Contact Speakers to make a booking, negotiate a fee and expenses as required within the terms set by the committee
- Receive a completed Speakers Requirements Form so we know what equipment they will bring/need.
- Send follow-up letter/e-mail to the speaker to confirm, giving full details/map of venue, time etc.
- Liaise with Newsletter editor and website administrator to ensure event is publicised
- Liaise with the Treasurer to ensure that payment is made
- Liaise with venue technical help to ensure that sound, vision and any other resources required are in place
- Attend each Coffee Morning (or arrange a stand in) and
 - i. Ensure the Speaker has a space to park and knows its location
 - ii. Greet and look after Speaker, including introduction to sound and vision team
 - iii. Ensure Speaker is provided with water and refreshments
 - iv. Present the Speaker to the Chairman for the introduction to the audience they start their talk, and thank them afterwards
 - v. Keep an eye on timing, holding up cards as appropriate (let Speaker know this will happen beforehand)