

SPEAKERS ORGANISER DUTIES AND RESPONSIBILITIES

Role Summary

Our speakers are booked for monthly meetings by one of our Committee members who kindly volunteered to be the co-ordinator. We use a list of recommended speakers collated by the Kent u3a Network to help with our choices. Members' suggestions are always welcome and can be sent to the chair or speakers organiser. The selection of speakers and their fees are keenly negotiated to keep costs to a minimum.

Main Responsibilities

- To arrange a series of talks for monthly Meetings. They should cover a range of topics likely to be of interest to u3a members. Effort should be made to establish that any speaker under consideration is recommended by members or other organisations as a good speaker
- To arrange all details with each speaker such as the date and any equipment required. To establish the fee required and approximate travel expenses and to arrange with the Treasurer how these will be paid. To ensure that the speaker talk and presentation should last about one hour
- To work within a guideline budget set by the committee each year and to inform the committee immediately if it appears that this budget will be exceeded
- To ensure that a parking space is reserved if required. To meet and greet the speaker about half an hour before the beginning of the meeting and to help with setting up any equipment. To provide the person introducing the speaker with a short CV and to arrange for a vote of thanks to be given at the end
- If unable to attend any talk to ensure that a named committee member accepts the responsibilities as under the above
- The Speakers Organiser could be an elected member of the committee or co-opted to the committee if he or she wished and the committee agreed. Otherwise to attend at least one committee meeting each year at which issues relating to the talks programme can be discussed
- To send out a monthly reminder email to members using Beacon
- To send the details of each talk to the Website Administrator for uploading to the website.

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