

## Role Description - Speakers Secretary

### **Main Role**

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

### **Specific Tasks**

- Keep a list of suggested speakers obtained from:
  - Other U3As/local organisations
  - Member recommendations
  - Internet
- Devise a programme for the following 12 months
- Consult with members to understand their interests, seek feedback following the meeting and offer feedback to Speaker
- Attend the annual meeting of local Speakers Secretaries in October
- 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 news bulletin editor, web editor and FB admin to ensure event is publicised
- Liaise with Treasurer to ensure that payment is made
- Liaise with Meetings Manager to ensure that sound, vision and any other resources required are in place
- Attend each Monthly Meeting (or arrange a stand in) and
  - Ensure Speaker has a space to park
  - Greet and look after Speaker, including introduction to sound and vision team
  - Ensure Speaker is provided with water and refreshments
  - Introduce Speaker just before they start their talk and thank them afterwards
  - Keep an eye on timing, holding up cards as appropriate (let Speaker know this will happen beforehand)