

ROLE of SPEAKER SECRETARY

Planning the Speaker Calendar

- To plan a varied and interesting programme of monthly speakers for the General meetings
- To have a draft programme in place, for the following year, for the September Executive Committee meeting
- To ensure speaker costs are agreed at Executive Committee level in advance
- To ensure the finalised list is approved by the Executive Committee
- To have a finalized programme in place by the November meeting and have printed copies of the programme ready for those members without email
- To file details received of prospective future speakers and reply if received by email

Booking the Speaker

- To execute the booking of speakers, ensuring all terms are agreed in writing in advance
- To liaise with the Hall Booking Secretary concerning the differing requirements of speakers

Prior to the Meeting

- To contact speakers before meetings requesting a few sentences on them and the subject of their talk plus any requirements for the presentation (e.g., equipment)
- To ensure the speaker has provided sufficient information (including a photo they are happy to have published) to:
 - Promote the talk on the Roding Valley u3a's website – Meetings page
 - Enable Chair or representative to introduce speaker at the General Meeting
- To send details of the talk to the Website Manager and Newsletter Editor for publication
- To send the speaker's personal details to the Chair for the introduction immediately prior to the talk
- To supply directions to and details of the venue to the speaker
- To reconfirm with the Speaker, the appropriate logistics 4 weeks prior to the meeting
- To arrange with the Treasurer for the speaker's fee to be paid by cheque at the end of the talk
- To organise for a member of the u3a to write a summary of the talk and ensure this is provided to the Website Manager and Newsletter editor.

Meeting Day

- To ensure reserved parking availability on the day if required
- To liaise with the Hall Booking Secretary / equipment manager concerning their availability for setting up and also the running of equipment on the day
- To greet and look after the speaker and ensure that all their requirements are met
- To liaise with Chair to ensure they have necessary information, in ample time, to introduce the speaker before each talk
- To thank the speaker, in front of the Meeting for the talk and manage subsequent questions

After the Meeting

- To write letter of thanks to speaker
- To collate feedback from members to include in Executive Committee report.

General Responsibilities

- To provide a report on speakers for each Executive Committee meetings
- To maintain a list of past and prospective speakers
- To keep details of potential speakers from other sources – e.g., U3A group members, personal recommendations, local interest groups and organisations, local ‘personalities’
- On a periodic basis, to provide the Chair with details of all booked speakers for contingency purposes
- To write (short) report for AGM of year’s speakers

Please Note: Expenses are payable to the Speaker Secretary for any costs incurred in the setting up of speakers, for example: – phone calls, stationary, postage, etc