

JOB OUTLINE FOR PROGRAMME SECRETARY

Purpose

The post-holder will be responsible for organising speakers for the monthly meetings and arranging additional meetings as agreed by the Executive Committee.

He/she will be a member of the Executive Committee.

Responsibilities

The post-holder will:

1. Create a list for review by the Executive Committee meeting, of speakers proposed for each year along with the cost to be within the limit determined by the Executive Committee.
2. Speakers for the monthly meeting should be booked in advance so that we have a full rolling twelve month programme.
3. Provide reports for the Executive Committee on a regular basis.
4. Confirm bookings of speakers and agree their requirements. Liaise and communicate as appropriate with speakers.
5. Establish and review a list of speakers who will make themselves available at short notice to cover in the event of the late cancellation of a booked speaker.
6. Provide the Treasurer with details of the fees to be paid to each speaker prior to the meeting and payment date.
7. Ensure compliance with all legal, insurance, and financial requirements and U3A policies and guidelines.
8. Send a copy of the programme to the Chairperson, Publicity Officer and Webmaster and inform of any amendments, additions or changes on a timely basis.
9. Contact the speaker two weeks before each meeting to make sure that all is well, check equipment requirements and give an emergency mobile number for problems on the day.
10. Introduce the speaker and give the vote of thanks at the monthly meeting
11. Ensure that equipment requested is in place.
12. Greet the speaker on the day and introduce him/her to the chair for the monthly meeting or the organiser of the event.
13. Ensure that the speakers fee is paid, assist him/her to collect equipment and escort him/her from the premises.
14. Liaise with the Social Events Co-ordinator to ensure a balanced programme of activities.
15. Contribute towards the Trustees Annual Report