

Bishop's Cleeve U3A

Job Description: Speaker Secretary

- To book and confirm in writing speakers of varied educational interest for Open Meetings for current year, having agreed an appropriate fee and travel expenses. [When confirming with any speaker suggest that, if possible, we would prefer to make direct payment to their bank account. If this is agreed details of their account will be needed]. Payment will be made by the Treasurer immediately following the meeting.
- To submit list as soon as possible to Chair and Committee, with details of fees and/or expenses. If a donation is asked for in lieu of fee, this is to be agreed with Treasurer before the date of meeting [at present the sum agreed being £50].

NB: Under U3A Rules no payment can be made to any charity, but payment can be made to guest speaker who will then, in turn, make arrangements to pass on donation to their chosen charity. Should a guest speaker be a member of **any** U3A, **no** payment is permissible.

- To contact speaker at least a week before the due date, confirming the visit and details of any equipment etc needed, making sure any equipment needed is available.
- To confirm fee/donation with Treasurer the week before meeting, with appropriate bank information or to whom any cheque should be made payable.
- To reserve parking space for speaker if required.
- To be available to meet and welcome speaker at agreed time, and introduce him/her to U3A Chair.
- To write letter of thanks to speaker.
- To write (short) report for AGM of year's Open Meeting speakers.

January 2020