

Would You Like to be our next Speaker Coordinator

# Role summary

Are you good with people? This role requires someone happy to talk to people in person, on the phone and by email.

We are lucky enough to have speakers call us now to want to do a talk at our monthly meeting. However, it takes a bit of organisation to ensure they know where to come and when. They need confirmations and we like them to know the way the meeting operates so we can ensure they can maximise their time and other obligations they may have.

It does involve discussions of small payments, expenses or a donation. But there are clear guidelines for you on how this works.

There is a network of other speaker coordinators across the whole u3a that you can utilise, and the committee are there to assist. Speaking of the committee, as the speaker coordinator you also sit on the committee and play a full part in ensuring that Blyth u3a complies with its constitution.

# Main responsibilities

Finds speakers for monthly meetings.

Completes booking administration, confirmation and reminders.

Welcomes speakers to the monthly meeting.

Ensures speakers are introduced and thanked before and after talk.

Keeps committee updated on who is speaking when for updates on the website.

Records any payment of monies and works with Treasurer to ensure payments are made.

Active member of committee and attends monthly committee meeting.

## On completion of service

## To carry out a comprehensive handover to the new Speaker Coordinator.