

JOB ROLE SPEAKER ORGANISER

THE PURPOSE OF THE POSITION

To source speakers for the monthly DU₃A meetings

RELATIONSHIP WITHIN THE COMMITTEE

Consultation and liaison with committee members when deciding on speakers for both main and 10 minutes slots.

Treasurer to agree fees /donations.

Web Master to publicise yearly programme of talks.

OUTSIDE AGENCIES

Individual speakers

Organisations which provide speakers

DUTIES AND RESPONSIBILITIES

Obtain and consult the Essex U₃A approved speaker list.

Consider other speakers as recommended by the committee or membership. Some speakers may be chosen by a group where there is likely to be interest within the wider membership.

Contact prospective speakers to find out more about their talk and fee/donation. Aim to provide a varied programme over the year, taking into account feedback from the committee / membership on previous topics / speakers.

Ascertain equipment required and inform them of start time and time allowed for the presentation.

Contact speakers 1 week before the day to check all is in place for their talk.

On the day ensure a parking space and equipment are available, if needed. On arrival, greet speakers and check they have all they need and are aware of the start and finish times for their talk.

Brief the meeting Chair for introduction and thanks

KNOWLEDGE AND SKILLS

Good communication skills

Well organised

GENERAL COMMITTEE RESPONSIBILITIES

None

January 2020