

Exeter U3A Executive Committee Role Description

Title of Role Speaker Secretary

The Role

To put in place a varied and interesting programme of speakers for U3A monthly meetings, ensuring the smooth running of the presentation.

Principal tasks/activities

Research possible topics for talks using the internet, other U3As, recommendations from members etc., in consultation with the Committee.

Contact likely speakers to scope dates, fees and suitability

Make firm bookings of individual speakers for specific months, dealing with any unforeseen changes to the programme as they arise in consultation with the Chair or the committee.

Contact each speaker prior to the meeting to confirm attendance, giving him/her final logistical information and checking requirements.

Ensure speaker's fee and expenses are paid.

Manage talk at meeting, including introducing and thanking the speaker.

Estimated time required

Planning: approx 25 hours in all

Implementation: approx 18 hours (2 hours per month for 9 months of the year)