

Exmouth and District u3a

ROLE DESCRIPTION - SPEAKER CO-ORDINATOR Exmouth and District U3A

Purpose – To ensure that a speaker/s or a specific event/activity is organised for every monthly meeting and for other Exmouth and District u3a sessions as necessary.

Specific Tasks: To:

Keep a list and review suggested speakers obtained from: u3a committee members, members and other u3as/local organisations.

Keep a list of previous speakers/activities to avoid repetition.

Ensure variation of topics/speakers.

Ensure a programme of events is prepared in advance for the committee with venue, dates, times, names of speakers and their contact details and a description of the presentation/s/fees. Also action points with timings. Thus allowing time for discussion/agreement about any particular aspect such as a higher fee than usual.

Contact Speakers to make a booking (using the booking form agreed by the committee as appropriate), arrange fee as appropriate and any travelling expenses. Confirm requirements regarding equipment, video conferencing etc. Send follow-up letter/e-mail to confirm, giving full details/map of venue, time, video conferencing link etc.

Liaise with the Chair regarding a brief description of the speaker/ event, Charity collection boxes as appropriate, vote of thanks, follow up questions from the audience.

Liaise with Website Editor, Newsletter Co-ordinator and Publicity Co-ordinator to ensure event is publicised before and after.

Liaise with Treasurer to ensure that payment is made.

Liaise with the Monthly Meeting Co-ordinator on a regular basis with key updates.

Liaise with the Monthly Meeting Co-ordinator, Equipment Co-ordinator, committee members/helpers/Pavilion staff to ensure the following:

Hall is prepared curtains drawn, chairs/tables set out and equipment ready if required

Speaker is provided with water/refreshments

Ensure a photo of the speaker/event is taken, ensuring the necessary permission.

After the monthly meeting or other session, e.g. 'Connect on Thursday' write to the speaker/s to thank them for the presentation. Where possible write a review to send to the speaker and to be used in the newsletter/website.

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Approved by Exmouth and District u3a 2nd February 2021