



HASTINGS & ROTHER U3A

JOB DESCRIPTION SPEAKERS SECRETARY

DUTIES AND RESPONSIBILITIES

1. Seek appropriate speakers from recent SUN lists, recommendations from individuals, or other local organisations (e.g. Women's Institute, Probis, Rotary, etc.)
2. Plan a programme for the year ahead after confirming dates for monthly meetings from the Business Secretary and/or Venues Coordinator.
3. Compile a list of speakers for the Committee, including the editor of the Newsletter and the Website Administrator, in time for publication on the bookmark (presently May each year).
4. Contact speakers, initially by telephone. (It is important to ascertain the clarity of speech).
5. Note: the title of the talk; fee requested; any equipment required; the date and time. Send a letter of confirmation together with a location map and parking permit where required.
6. Approximately two weeks prior to the talk, telephone the speaker for final confirmation of audio-visual requirements and to confirm parking arrangements, etc. (At St. Peter's Community Centre bollards may be used to reserve a space.)
7. Welcome the speaker on arrival, having previously checked that all required technical aids have been provided. Provide a drink for the speaker(s) and do everything to make them feel welcome and comfortable.
8. Ensure that a cheque has been prepared for payment as agreed and give this to the speaker after the vote of thanks. The vote of thanks can be given either by the Speakers Secretary or another member present.
9. Accompany the speaker(s) as they leave, organising help with carrying equipment, books, etc. as necessary.
10. Write a letter (or email) of appreciation as soon as possible after the event.
11. Submit a brief preview of future talks to the Newsletter Editor.

Barbara Spackman, April 2017