

LEIGH AND DISTRICT U3A

ROLE DESCRIPTION- SPEAKER COORDINATOR

1. Speaker Coordinator is a role on the u3a committee. The Speaker Coordinator is elected at the AGM for a three-year term;
2. The Speaker Coordinator is responsible for arranging speakers and entertainers at all Socials held on the first Friday of the month, and monitoring that an activity is arranged for the second social on the third Friday;
3. Speakers and entertainers can be recruited from various sources- personal recommendation, representatives of local organisations, speakers used by neighbouring u3as and other u3a members with specific interests etc.;
4. The Speaker Coordinator to keep a record of all discussions with potential speakers;
5. During discussions with potential speakers, the Speaker Coordinator should agree a fee. Speakers from charitable organisations, including u3a, cannot be paid because of charity rulings, but a donation to the charitable organisation can be collected on the day;
6. Keep a written timetable up to date and present this at monthly committee meetings;
7. The Speaker Coordinator should contact a prospective speaker or entertainer seven to ten days before the event to ensure adequate arrangements are in place.
8. The Speaker Coordinator to be available to meet and greet speakers and entertainers in plenty of time before the social starts and to assist them in setting up required equipment;
9. At Friday Socials, the Speaker Coordinator to open the Speaker section of the meeting with a welcome, miscellaneous announcements and a speaker introduction. Also to close the session with a thank you to the speaker;
10. The Speaker Coordinator should arrange for another Committee member to stand in should he/she be unable to attend a Social;
11. The Speaker Coordinator is responsible for updating the Events Page on the website, and should include a short paragraph with information about the speaker and the presentation when doing so.