

## **SPEAKERS SECRETARY**

### **GENERIC RESPONSIBILITIES** *(role of the trustee):*

- Ensure that the organisation complies with its governing document, charity laws and any other relevant legislation or regulation
- Safeguard and promote the values and aims of the U3A
- Ensure that the organisation pursues its objectives as set out in the Constitution
- Ensure that the organisation uses its resources effectively and exclusively in pursuance of these objectives
- Ensure the organisation operates in an effective and accountable manner
- Contribute actively to the development and implementation of organisational strategy and the evaluation of its effectiveness
- Work effectively with other committee members in the best interests of the U3A
- Take collective responsibility for all Committee decisions
- Behave with integrity and be open and accountable

### **SPECIFIC RESPONSIBILITIES**

- Choose speakers from May one year to March the following year (excluding April because of AGM that month, and December as it is our Christmas lunch).
- There should be nothing in connection with alcohol, religion, witchcraft or similar topics as not allowed by WLBC.
- Final programme for the following year to be submitted to the Committee in September (preferably) or October so that it can be printed and distributed to members, and a copy to be given to the website Manager for the website.
- Re-confirm with each speaker 2/3 weeks before the meeting, including no change in equipment required. There should be no change in fees.
- Let the Treasurer know the total fee/travel expenses before the meeting so that they can have a cheque prepared on the day.
- Ensure parking space is available, and meet and greet speaker on the day, generally look after him/her, make sure equipment works, provide water before and tea/coffee after talk. See him/her off the premises with thanks and cheque.
- Write a short note of thanks – can be in the form of a letter posted or email
- Keep all correspondence neatly on file.
- In the event of any speaker cancelling, either well in advance or at the last minute, make sure there is a back up you can call on!!!