

Speaker Co-ordinator Role Description

- Liaise with the Treasurer to determine the annual budget for speakers' costs.
- Prepare a schedule of proposed speakers for the year, working at least 12 months in advance where possible, and ensure their estimated expenses do not exceed the agreed budget.
- Advise the Committee of the proposed programme and the related speakers' fees and request their approval.
- Liaise with Group Coordinator for hall/room booking.
- Book the appropriate speakers in the annual programme for each monthly meeting.
- Determine each speaker's requirements and pass these details as necessary to the Chairman or other appropriate person.
- Act as the contact point for speakers prior to the meeting.
- Greet each speaker at the monthly meeting or arrange a substitute.
- Remind the Treasurer of the speaker's fee to be paid each month.
- Advise the Newsletter Editor and Web Editor of the speakers and their dates.
- Prepare press releases as necessary before and/or after monthly meetings.

September 2022