



Job Description: Speaker Seeker

Responsibilities:

To establish a speaker's list for the monthly meetings.
To provide necessary information to the speakers for them to meet their commitment
To establish confirmatory contact two weeks before the planned meeting.
To host the speaker throughout the meeting and organise a thankyou from a member at the end of the talk.

Works with:

Members of the committee to ensure a smooth operation for the speaker.
Newsletter Secretary and Web master to provide a forecast of up coming speakers.
Treasurer to ensure the speaker's fee is settled

Tasks:

General

- Attend monthly meetings

Specific

- Keep notes on prospective speakers ready for the planning process.
- Prepare a plan of the speakers throughout the year with an ambition of a varied selection of subjects.
- Contact prospective speakers and agree subject and fees.
- Send speakers an acknowledge form with all relevant detail for a signed or emailed copy of the form returned.
- Provide information on the "Speaker's Corner" to the Newsletter Editor and Web Master.