

u3a Oldham	Doc.Ref. OLD -003 issue 1
SPEAKER ORGANISER ROLE DESCRIPTION	04/05/2021

Roles and responsibilities.

General

Work with a group of volunteers from the u3a to arrange for speakers to cover the current nine meetings during the year.

Once a list has been finalised notify the committee and the publicity team around 4 months before their due date.

It is important to confirm the availability of dates with the centre as these can vary due to exams etc.

Potential speakers can be found from

- The u3a web site
- Recommendations from members
- Other local groups like rotary clubs, museums and libraries etc.

{Current Organiser – Kathy Ford with volunteers John and Helen Rigby, Norma Ashton, David Akerley an information and reference point for all members.} Volunteers may change.

1.1 Booking speakers.

- Advise the speaker of the venue, audience, facilities, fee etc.
- The current practice is (a standard £60 fee and travel expenses at 40p per mile. Any sum greater than £200 will need to have the approval of the committee)
- At the time of booking obtain requirements for any projection/sound equipment e.g., laptop, projector to ensure whether what U3A can supply is suitable or whether they will bring their own. If necessary, check this information with the person responsible for IT set up for meeting.

1.2 Prior General Monthly Meetings

- Confirm approximately 2-4 weeks prior to the talk the speaker is still able to perform and obtain details of their travel expenses.

1.3 On the day of the Monthly meetings

- Forward agreed fee and travel expenses to the treasurer for payment on the day.
- be prepared to help the speaker with their equipment and if required introduce them and afterwards help with any questions.