

**Role of Speaker Secretary** Approved by Committee

04/05/2023

The role of the speaker secretary is to ensure that the Core Meetings of Olton and District u3a are provided with interesting and informative speakers.

**General Routine Responsibilities**

- The speaker secretary is the contact person for all the speakers that have been booked
- Liaise with the Committee to determine at which meetings speakers are required. Some meetings are open meetings that do not require a speaker
- Be aware of the annual budget approved for speakers, and work within that
- Research and store information about possible speakers and suggest speakers for approval by the Committee and ensure yearly list is updated for Chair and Core Meeting Set Up Group.
- Ensure representation at Cluster Group meetings involving Speaker Secretaries and liaise between Committee and Cluster Group, and keep the Group Speaker list entries up to date.
- Provide Lead Group Co-ordinator with details of the speaker and topic for the Events Diary
- Provide Newsletter editor with details of speakers for the next 3 months.

**Responsibilities Before the Meeting**

- Ensure that the speaker has all the necessary information about venue, time and date of the meeting, and knows the name of the person to ask for when arriving at the meeting. A separate document has been prepared that should be sent to the speaker containing all the necessary details
- Provide information to the Committee about the speaker in advance of the meeting, for example any biographical information sent to the Speaker Secretary as a result of making the booking. This will allow the person chairing the meeting to introduce the speaker correctly
- Provide information to the Core Meeting Setup Group co-ordinator to ensure any equipment we have that the speaker requires is made available at the meeting, for example amplifier, microphone, data projector, HDMI lead.

**Responsibilities During the Meeting**

- Ensure that you or a designated person is available to greet the Speaker, to introduce them to the person chairing the meeting and any other key people
- Provide them with tea and coffee if required and be ready to escort them from the building at the end of the meeting.
- Ensure the Fees document is signed by the speaker.

**Responsibilities After the Meeting**

- Send a personal email of thanks to the speaker following the meeting
- Ensure that the speaker receives any agreed fee and expenses. Speakers who are u3a members may only claim reasonable travel expenses.
- Ensure the Fees document is signed by the speaker
- Write an article for the Newsletter.