

JOB DESCRIPTION - SPEAKER ORGANISER

This a summary and is not an exhaustive list and may be amended as the needs of u3a change

In addition to the officers, there are committee members. It is important to remember that everybody on the committee is a trustee. Committee members shall serve for a period of 3 years unless re-elected unopposed.

Roles and Responsibilities

1. To find speakers who will give a talk of 45/50mins at each monthly meeting.
2. To put together a speaker programme 6 to 9 months in advance for the monthly meetings. (except August)
3. To find speakers who cover a wide range of interests at suitable cost. (highest fee to date is £70)
4. To liaise with the monthly speaker to find a brief cv and his/her requirements for room set up and equipment provision and to pass this information to the Sound and Vision Coordinator.
5. To work in conjunction with the treasurer to ensure we do not overspend on speaker fees.
6. To meet and greet the speaker for the meeting and check everything is prepared for the talk/presentation.
7. To propose a vote of thanks to the speaker (questions from the audience are optional depending on the time available. You could also invite the speaker to talk to members.)
8. Twice yearly, at the end of January and the end of September e-mail the forthcoming talks programme to the editor of Good Times
9. To encourage members of our own u3a to give talks, film shows, concerts etc
10. To be a member of the Preston and District u3a Committee which meets 6 times per year
11. To be a trustee of the Preston and District u3a Charity

Skills and Attributes

- Organisational skills
- Good communication skills
- Computer skills and access to email

Confidentiality

Once a committee decision has been reached, committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in meeting should be regarded as confidential.

Other Information

- Your name and phone number may appear on our printed fliers and in Good Times Magazine.