

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: PROGRAMME SECRETARY (does not need to be a trustee)

Role Description

Organise a programme of monthly meeting speakers

Term of office

There is no specified term. The Programme Secretary may contribute for as long as they choose to.

Commitment

5 -6 hours per month on average

Relationships

With the Chair and Treasurer

Details of the Role

Overall purpose	To organise a programme of speakers for the coming 12 – 18 months.
Responsibilities:	<p>Maintain a list of potential speakers for future use.</p> <p>Contact potential speakers, to propose and confirm a date and their fee (inclusive of expenses).</p> <p>Send written confirmation of date & booking form, for the speaker to fill in and return.</p> <p>Contact speakers 2 weeks prior to booked dates, to confirm booking and their travel arrangements. Agree payment arrangements (ideally by BACS).</p> <p>Contact the Chair 2 weeks before the booked date with information about the speaker and his/her contact details. This will help the Chair with her/ his introduction of the speaker at the monthly meeting.</p> <p>Complete and send to treasurer a copy of the booking form two weeks before the date; showing the fee to be paid and payment method.</p> <p>Inform Technical Support Manager of any special equipment that is required by the speaker.</p> <p>Advise the Communications Manager and the Website Manager of the yearly programme and keep them informed of any changes to it.</p> <p>Make bookings of Crosfield Hall with TVBC for future monthly meetings.</p> <p>Submit a short written report to the Secretary for each management committee meeting.</p>
Knowledge and skills required	Nothing specific.

Resources needed	Telephone, computer, internet connection. Expenses are reimbursable.
Resources available	Various public websites. Webmail and email account xxxx@romseyu3a.org.uk