

Monthly Meeting Speaker Policy

RATIONALE

This Policy is written to address the quality, content and timing of talks given at the Group Monthly Meetings.

OBJECTIVES

1. The purpose of monthly meetings is to further the engagement, interest and enlightenment of members.
2. The range of topics should be as wide as possible to cover the range of interests of members.
3. Religious and political topics should be addressed only from an academic, non- party political, non-sectarian point of view.

POLICY

1. The group does not provide a platform for organisations, or members of organisations, where the primary aim of the talk is to promote the organisation itself.
2. An individual belonging to an organisation may provide a talk about their personal experiences and history, so long as that is deemed of interest to members and does not contravene the other guidance in this policy.
3. Where speakers attend on behalf of a charity or require their fee to be donated to a charity, method of payment/donation must be agreed beforehand with the Treasurer.
4. The Speaker Secretary shall be responsible for ensuring the costs of all talks are contained within the overall annual budget set by the Executive Committee.
5. Where possible, speakers should come with a recommendation from another U3A or from a reputable organisation or individual.
6. Speakers should, where possible, have experience of public speaking and, where appropriate, use Audio Visual (AV) equipment to capture the interest of the audience.
7. The Speaker Secretary, or a nominated Executive Committee Member, should attend the annual Hampshire South Central Network Speakers Forum.
8. Speakers are to be advised their talk should be approx. 40-50 mins duration plus any questions. Speakers should finish their talk and any answered questions by 3.00 pm at the latest so the church can be cleared by 3.15 pm.
9. Speakers are to be advised meetings are held on the 1st Thursday of the month and start at 2 pm. The talk will be preceded by any group business and will start by 2:15 pm latest.
10. Speakers should be informed of the camera placement and to reduce movement to a minimum, so members will get a better view of the speaker and any artefacts they wish to show the audience.
11. Speakers will normally be booked at least 6 months in advance, when arrangements over payment, travel expenses, Audio Visual (AV) equipment and other requirements will be made.
12. When details have been agreed with the Speaker the Speaker Secretary will send them a Booking Form (see Appendix A) and Directions and Venue details (see Appendix B.)
13. The Speakers Secretary should ensure that the Newsletter Editor and Webmaster are informed of the date of the talk, the speaker's name, title of talk and a short synopsis of the content.
14. The Treasurer should be notified at least one week in advance of the expected cost of the speaker (including mileage) to ensure correct payment for the speaker is available.
15. A reminder of the booking will be sent at least one month in advance of the agreed date and final arrangements confirmed one week beforehand.

16. The Speaker Secretary should meet and greet the Speaker when he/she arrives at the meeting and advise them that their talk should finish by 3.00 pm
17. After the event a letter, or email, of thanks is to be sent to the guest speaker.

MONITORING

The implementation of this Policy will be monitored by the Executive Committee.

DATES

This Policy was originally adopted by the Committee on 20 Oct 2016

Reviewed: Jan 2024.

This review Jan 2027

Date: _____

Dear:

Thank you for agreeing to give a talk to Stubbington u3a. I would like to confirm the following:

1. Date of Talk: _____
2. Time: 1.30pm - 2pm start
3. Duration of Talk: 40 to 50 minutes
4. Venue: Holy Rood Church Centre, Gosport Road, Stubbington, PO14 2AS

5. Speaker Name: _____
6. A short introduction about you (this is included in our Newsletter): _____

7. Talk Title: _____
8. A short summary of your Talk: _____

9. Equipment Required: _____
10. Fee and details of where to make payment - (we usually pay via BACS):
Fee:£____ Bank: _____ Sort Code: _____ A/C No: _____
11. You give us permission to use any photographs supplied to publicise your talk on our website and take notes for the sole use of our Newsletter.
12. Your contact telephone number: _____

Yours sincerely,

Contact Name: Sue Ponting (Speaker Secretary): Tel No: 07767447716 or 01329 221070

Email: stubbingtonu3a.speakersecretary@gmail.com

I accept these terms (Speaker to acknowledge and return via email or an emailed screenshot)

_____(Speaker)