

Tiverton U3A Speaker Secretary

Tiverton U3A holds meetings on the 4th Thursday of each month in the Best Western Tiverton Hotel starting at 9.30am. We currently have 430 members with typically 120 to 150 coming to the monthly meeting. Each member makes a payment (£2.50 each in 2018) to cover the cost of hiring the room and if necessary paying any speaker fees.

We have talks every month with the exception of March when we have our AGM and December when we have a Christmas lunch. The talks are anything of general interest and are normally 45 to 60 minutes long with time for questions afterwards. We try to ensure at least once a year we have one or more members share something about their own interest(s). We are prepared to offer speakers a fee which is normally about £50 and lunch at the hotel afterwards. Most speakers are local but sometimes we need to also pay their travel costs.

The tasks involved for the Speaker Secretary are:

- Encourage members to suggest speakers and/or topics of interest
- Liaise with local U3As & other organisations to locate good speakers/topics
- Maintain lists of potential speakers
- Schedule speakers for the next period (typically working up to one year in advance)
- Confirm arrangements with each speaker (time, place, lunch, audiovisual needs etc)
- Look after the speaker at the meeting
- Ensure someone is lined up to do the Vote of Thanks at the end of the talk
- Arrange for a report of each talk & a summary of future talks to be prepared for the newsletter
- Attend quarterly Committee meetings

Time Involved:

- 1 to 2 hours per month
- Attendance at Monthly meetings