

Speaker Finder Role

Job Description

This document is for guidance only and is not definitive

1. Role summary

It is not necessary for the Speaker Finder to hold a committee position it can be a coopted role. The role of Speaker Finder can be taken on by a committee member who has another responsibility which only occupies a short and fixed period, e.g., Newsletter Editor.

2. Main responsibilities

- Using a variety of sources, select a draft programme of speakers to commence in eighteen months' time. The best sources are the Devon Link website list of recommended speakers and from members who have heard and recommend speakers at meetings for other organisations
- Using the Speaker Contact Form, contact each speaker to establish when they can fit us in
- Submit the final list to committee for approval and then confirm dates with each speaker
- Always maintain at least a twelve-month programme of confirmed speakers.
- Check the requirements of each speaker as listed on the contact form especially fees and expenses
- One month in advance, inform the Audio-Visual team of the equipment requirements
- One week before the meeting, contact the speaker to confirm all details
- On the day of the meeting ensure a parking space has been reserved if that has been requested
- Be ready to greet the speaker and introduce them to the Chairman
- Hand the speaker over to the A/V team to set up the equipment
- Ensure that the Treasurer is aware of the fees and expenses to be paid to the speaker
- Ensure the speaker receives refreshment
- Bid farewell to the speaker and ensure they have taken all their possessions
- Keep a list of local speakers or members who could stand in at short notice if the booked speaker is unable to arrive on time.

3. Other

- To carry out a comprehensive handover to a new Speaker Finder when appropriate.