

WHEATHAMPSTEAD U3A

Executive Committee Job Descriptions

Speaker Coordinator

The overall role is to make all arrangements for speakers at monthly meetings on dates determined by the Executive Committee. This will include:

1. Obtain and keep lists of speakers from various sources
2. Choose and approach possible speakers – by email, telephone or post as appropriate. Keep in mind that topics should be varied and of interest to a variety of people.
3. Keep speaker(s) in hand in case of late cancellation of booked speaker.
4. As soon as a date is agreed with a speaker (or organisation if a designated speaker has not yet been determined), if possible, the title of the talk will be agreed.
5. The speaker will then be added to the spread sheet kept by the speaker secretary and distributed to members of the EC for its next meeting .
6. Two weeks before the meeting, the speaker will be contacted to:
 - a. confirm availability
 - b. ask for outline speaker/organisation background to be used by chairman in introducing speaker
 - c. arrange timetable
 - d. confirm travel arrangements: e.g. whether map needed; if lift (to and from station or home) is required
 - e. confirm whether PowerPoint facilities are needed: (own laptop?)
 - f. confirm any other requirements (see Speaker Confirmation Details form).
7. On day of meeting: reserve parking if needed: check equipment is in place; ensure drinking water is at hand: meet speaker: hot drink organised if been requested; introduce to Chairman; arrange payment via treasurer: see speaker out.
8. Write (or phone/email) to thank speaker.
9. Assess speaker for adding to Hertfordshire Register.