

Speaker Secretary

Role Description

- Tiverton U3A holds meetings on the 4th Thursday of each month at the Moorhayes Community Centre starting at 10.30am.
- The talks are anything of general interest and are normally 45 to 60 minutes long with time for questions afterwards.
- We have talks every month with the exception of December.
- 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 £60.
- 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