

JOB TITLE**Speakers Organiser****THE PURPOSE OF THE POSITION**

To source speakers for the monthly Du3a meetings

RELATIONSHIP WITHIN THE COMMITTEE

Consultation and liaison with committee members when deciding on speakers for both main and 10 minutes slots.

Treasurer to agree fees /donations.

Web Administrator to publicise yearly programme of talks.

OUTSIDE AGENCIES

Individual speakers

Organisations which provide speakers

DUTIES AND RESPONSIBILITIES

- Obtain and consult the Essex u3a approved speaker list.
- Consider other speakers as recommended by the committee or membership. Some speakers may be chosen by a group where there is likely to be interest within the wider membership.
- Contact prospective speakers to find out more about their talk and fee/donation. Aim to provide a varied programme over the year, taking into account feedback from the committee / membership on previous topics / speakers.
- Ascertain equipment required and inform them of start time and time allowed for the presentation.
- Contact speakers 1 week before the day to check all is in place for their talk.
- On the day ensure a parking space and equipment are available, if needed. On arrival, greet speakers and check they have all they need and are aware of the start and finish times for their talk.
- Brief the meeting Chair for introduction and thanks

KNOWLEDGE AND SKILLS

- Good communication skills
- Well organised

GENERAL COMMITTEE RESPONSIBILITIES

None

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