

## SPEAKER'S CO-ORDINATOR

### Role Description

The speaker's co-ordinator role is a vital part of the member's monthly meetings. This role is to be held by a serving Committee Member.

**Key attributes:** Ability to communicate well and keep up to date records.

#### Tasks & Responsibilities:

- Be open to the suggestions for potential speakers/subject matter for the monthly U3A meetings from the U3A members.
- Make contact with recommended speakers:
  - ◇ invite them to speak to the U3A
  - ◇ confirm their availability to speak at a given meeting
  - ◇ ascertain their requirements for their presentation and liaise with committee.
  - ◇ Identify details of the subject matter and a bit about their background
- Nearer the date make contact to confirm that there has been no change in their plan to attend the said meeting.
- Arrange any costs/charges with the Treasurer.

#### On the day:

- ◇ Arrange for introductions to be made (and thanks at the end of their session).
- ◇ After the meeting thank the speaker personally or delegate someone to do so.
- ◇ Provide a list of upcoming Speakers to the committee on a quarterly/half yearly basis (ensure this information is entered into the monthly Newsletter and Annual Group Directory).

#### Responsibilities as a Committee Member

- Be prepared to assist with/perform any other tasks at the request of the Committee.
- Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.
- Be familiar with the Plymouth U3A Constitution.
- Promote the U3A ethos & Encourage others to volunteer to assist the committee