

Plymouth U3A - 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. Able to use word, spreadsheet and on-line communications.

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.
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- Promote the U3A ethos & Encourage others to volunteer to assist the committee



Dated: November 2020