

## **Plymouth U3A - Speaker Co-ordinator Role**

### **Role Description**

The Speaker Co-ordinator's role is a vital part of the members' monthly meetings (this can include online talks using Zoom). This role must be held by a serving Committee Member.

**Key attributes:** The ability to communicate well and maintain up to date records is a must. A reasonable level of IT literacy is required for this role including competency in using email, word, spreadsheets and other on-line activities.

### **Tasks & Responsibilities:**

#### **1) In-Person talks at General Meetings**

Be open to the suggestions for potential speakers/subject matter for the monthly U3A meetings from the U3A members.

Keep within the allocated annual budget for speaker costs.

Provide a list of upcoming Speakers in the monthly report to the committee and provide notification of forthcoming speakers for the newsletter/face-book, and as applicable include members' feedback.

#### **Engaging speakers:**

- a. Arrange/ agree the date [and fee] for the speaker at the Plymouth U3A meeting.
- b. Ascertain their requirements for their presentation and liaise with Chairman/Vice Chairman
- c. Ensure a booking form is completed and copied to Treasurer, (this must include all agreed costs/charges and payment details (bank account number/sort code)
- d. Identify details of the talk subject matter and also some background info about the speaker.
- e. Advertise the above on Facebook, the Website and Newsletter
- f. Nearer the date make contact to confirm that there has been no change in their plan to attend the said meeting.
- g. **On the day:**
  - i. Arrange for introductions to be made to the chairman or vice chairman
  - ii. Introduce the speaker personally or delegate someone to do so, and also announce your thanks afterwards.

#### **2) On-Line talks via Zoom (this is not a permanent activity and can usually be done in the winter months).**

- Arrange all on-line talks as per a, c – f above.
- Send out notification and the invite to ask members if they wish to join the talk.
- Acknowledge receipt of requests to join the talk and list all responses in Beacon
- Make a Zoom booking with our License Holder, who will provide the meeting link and host key.
- A few days before the talk send the zoom link via beacon to requestees
- On the day, 'host' the meeting and 'enter' all participants to join the zoom session. (a co-host can be used to help with 'entry' if required)
- Welcome all attendees and introduce the speaker
- After the talk, thank the speaker and everyone for coming.
- Record/Note the number of attendees, including regular attendees and couples (*This figure is required for a quarterly report to the committee so as to ascertain that enough people attend to justify the cost involved.*)

## **Responsibilities as a Committee Member**

- Be prepared to assist with/perform any other tasks at the request of the Committee in times of unexpected absence.
- 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

Dated: February 2022