



Plymouth u3a - Speaker Co-ordinator

Role Description

The Speaker Co-ordinator role is a vital part of organizing the monthly general meetings. The co-ordinator will organise and book speakers. With the varied interests of members in mind, the co-ordinator will seek to arrange talks about a range of topics and will be open to the suggestions for potential speakers/subject matter from the u3a members.

Key attributes:

The ability to communicate well and maintain up-to-date records is essential. A reasonable level of IT literacy is required for this role including competency in using email.

Tasks & Responsibilities:

- An annual budget is allocated for speaker costs; it is important that this is adhered to.
- Provide a list of upcoming speakers in the monthly report to the committee and provide notification of forthcoming speakers for the website/newsletter/Facebook, and as applicable include members' feedback.

Engaging speakers:

- Arrange the date (and fee) for the speaker at the Plymouth u3a monthly meeting. (NB u3a members are not paid a fee).
- Ascertain the requirements for their presentation (e.g. PowerPoint, sound etc.) and liaise with Chairman/Vice Chairman.
- 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)
- Identify details of the talk subject matter and also some background information about the speaker.

- Near the date make contact with the booked speaker to confirm that there has been no change in their plan to attend the arranged meeting.
- Arrange for introductions to be made to the chairman or vice chairman on the day and liaise with them to ensure the speaker is introduced and thanked after. There will also be a need for one person to lead the after-talk questions session.

Responsibilities as a Committee Member

- Attend committee meetings and contribute to the running of the u3a.
- 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 and encourage others to volunteer to assist the committee.