

ROLE DESCRIPTION

Speakers' Secretary

Main Role

To arrange a varied and entertaining programme of Speakers for the Waterlooville monthly meetings that take place on the 4th Wednesday of the month, with the exception of August and December. Waterlooville meetings are currently held in the Parish Centre, Sacred Heart RC Church, 356 London Road, Waterlooville, PO7 7SR.

Specific Tasks

- Attend each monthly meeting (or arrange a stand in)
- Maintain a list of Speakers: these can be obtained from:-
 - Other U3As / local organisations
 - Recommendations from the members
 - U3A websites
 - Internet -<https://speakernet.co.uk/> is one source
- Consult with members to understand their interests, seek feedback following the meeting and offer feedback to the Speaker
- Set up a programme of Speakers for the following 12 months (this is important as there are many organisations looking for Speakers in this area)
- Ensure that the programme of topics is varied and in line with members' interests (annual online poll or exit polls)
- Keep a list of previous Speakers. Some Speakers have a considerable repertoire of talks and can return as often as the members wish
- Contact Speaker with a range of dates that are available. Negotiate a fee and any expenses (travel/mileage) within the terms as set by the Committee.
- Send the Speaker the standard Speaker's form to be completed & returned at least 2 weeks prior to the monthly meeting
- Forward the returned form 1 week before to :
 - * The Treasurer
 - * The Projector – currently
 - * This will ensure that the Speaker is paid promptly, and any technical requirements are in place
- A week before send a follow up communication to the Speaker to give final details plus map of venue, timing etc.
- Ensure that the event is publicised -liaise with :
 - * Monthly news bulletin editor (bulletin@waterloovilleu3a.org.uk)
 - * Web editor (webmaster@waterloovilleu3a.org.uk)
 - * Facebook admin
- Liaise with Meetings Manager to ensure that the Sound Team will be in attendance
 - The setting up of chairs
 - The Refreshments Team will be in attendance
 - Any other resources required are in place
- Ensure you have the Speaker's phone contact and vice versa in case of emergencies
- Ensure Speaker has a space to park. Greet and look after Speaker, introduce to Chair and to sound and vision team

ROLE DESCRIPTION

- Provide the Speaker with water and refreshments
- Introduce the Speaker after the Chair has gone through the Health and Safety slides
- Timing: keep track of time 40-45 minutes agreeing a signal to indicate 5 minutes before the end of the talk
- The Chair will thank the Speaker and ask for questions from the floor
- Refreshments are available after the talk

Post meeting

- Thank Speaker by email or phone.
- Produce a short item about the meeting for the monthly bulletin (bulletin@waterloovilleu3a.org.uk).
- Produce a short report for each Committee meeting, listing attendance, précis of content and evaluation.

<i>Document history</i>	
<i>April, 2021 – Jo Derham</i>	<i>First review/update</i>
<i>August, 2024 – Hilary Ryan</i>	<i>Review/revise</i>