

# HARLOW u3a ROLE DESCRIPTION: SPEAKER CO-ORDINATOR

THIS ROLE CAN BE HELD BY A NON-TRUSTEE

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

## PURPOSE:

**The purpose of the Speaker Co-ordinator role is to –**

1. Provide interesting and informative guest speakers for Harlow u3a’s monthly General Meetings.
2. Make all necessary arrangements for guest speakers attending Harlow u3a’s monthly General Meetings.

## KEY TASKS:

**The main tasks are to –**

1. Research potential speakers via speakers’ sites, recommendation, other appropriate sources and create a data base of potential speakers.
2. Agree a Guest Speaker’s Budget with Harlow u3a Committee
3. Aim to arrange a future programme of guest speakers.
4. Inform relevant parties of name of speakers and titles of future talks. eg. Harlow u3a Committee, Newsletter Editor, Website Administrator.
5. Select and contact suitable speakers – keep in mind the need to provide members with variety.
6. Check availability, fees/expenses, any resource requirements and title/content/length of talk.
7. Follow up with written confirmation ( email or letter) of date, time, title/length of talk, venue, agreed fees/expenses and requirements within a couple of days and request acknowledgement of confirmation of booking.

8. Inform relevant parties of any particular resource requirements. eg. Equipment Coordinator.
9. Contact the speaker prior to the General Meeting ( 2 weeks?) to confirm attendance, times, resource requirements.
10. Agree who will introduce the speaker at the General Meeting and give the vote of thanks.
11. On the day, reserve parking space if necessary, check any requirements are in place, greet the speaker, provide drinking water/hot drink and introduce to Chair.
12. After the event, follow up with a thank you message to the Guest Speaker.
13. Keep a list of speakers in hand, who indicate they are available at short notice , in case of a last minute cancellation.

## **RESPONSIBILITIES AS A COMMITTEE MEMBER**

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.