Role Description: Speakers' Secretary

Birkdale and Ainsdale U3A

Purpose of the Role

To organise and coordinate speakers for the monthly U3A meetings, ensuring an interesting and varied programme of talks that will appeal to members and encourage participation.

Main Responsibilities

- **Arrange speakers:** Research, identify and invite suitable speakers for monthly meetings, covering a wide range of subjects of interest to members.
- **Maintain the programme:** Plan the programme of talks in advance and keep an up-to-date record of speakers, topics and dates.
- **Liaise with speakers:** Confirm arrangements with speakers, including the date, time, subject, length of talk and any equipment or other requirements.
- **Agree fees and expenses:** Confirm any agreed speaker fees, travel expenses or donations in accordance with U3A guidelines and the agreed budget.
- **Provide information:** Supply details of forthcoming talks to the committee or relevant publicity officer for inclusion in newsletters, meeting notices and other communications.
- **Coordinate on meeting days:** Ensure speakers know where and when to attend and that any necessary equipment, such as a projector or microphone, is available.
- **Maintain records:** Keep contact details for speakers, together with notes on previous engagements and recommendations for future programmes.
- **Monitor expenditure:** Keep a record of speaker costs and report expenditure to the committee or Treasurer as appropriate.
- **Find replacements if necessary:** Where a speaker cancels, make reasonable efforts to arrange a suitable alternative.
- **Report to the committee:** Keep the committee informed of the programme and any matters requiring attention.

Skills and Qualities

- Good organisational and communication skills.
- An interest in a wide variety of subjects.
- Confidence in contacting and liaising with speakers.
- Reliability and the ability to plan ahead.
- A friendly and welcoming approach to speakers and members.

Time Commitment

The role involves arranging speakers throughout the year, maintaining correspondence and liaising with the committee. The workload is generally flexible and can be shared with another volunteer if appropriate.

Accountability

The Speakers' Secretary works as part of the Birkdale and Ainsdale U3A committee and follows the group's agreed procedures and financial arrangements.

The aim is to provide members with an enjoyable, varied and stimulating programme of talks that contributes to the success of Birkdale and Ainsdale U3A.