

ROLE OF THE SPEAKERS' SECRETARY

The Speakers' Secretary is elected at the Annual General Meeting (AGM), in accordance with the BFu3a constitution

Key Tasks:

- The Speakers' Secretary is solely responsible for the selection of Speakers. Any query regarding a Speaker's fee to be referred to the Committee for final decision.
- Obtain contact details of potential Speakers from recommendations, U3A lists, from direct approaches by potential Speakers and other sources.
- Prepare a forward programme for Open Meetings and other meetings over Zoom as agreed by the Committee, ensuring that Speakers are booked in advance for an adequate period of time.
- Prepare a contingency in case of the late cancellation or non-arrival of a Speaker.
- Contact Speakers and confirm details of presentation, requirements for equipment and fees inclusive of travelling expenses and confirm by email. This may sometimes involve negotiation of fees down to an acceptable figure.
- A time limit for presentations will be agreed with the Speaker. This will not exceed 45 minutes except by prior agreement with the Committee, as this will give time for questions afterwards
- Confirm details with Speaker at least one week before the presentation date including timing of the presentation, requirements for equipment and Open Meeting venue where relevant.
- Notify the Web Editor/Equipment Supervisor of the Speaker's equipment requirements by e-mail before the meeting
- Notify the Treasurer when the Speaker is booked of the fee to facilitate payment by cheque or bank transfer on the day
- Write up and submit details to the Newsletter Editors of Speakers' presentations for the next 3 months including a brief summary on content obtained from each Speaker (entitled Speakers' Corner)
- Confirm timing of when the Tea Team need to leave the Meeting to make the final preparations.

Before a live meeting in a hall:

- Reserve a car parking space for the Speaker (if travelling by car) or meet from the station
- Meet the Speaker in entrance hall and conduct to meeting.
- Introduce to Chair, Web Editor/Equipment Supervisor etc.
- Provide a glass of water for the Speaker.
- Confirm the presentation length and a brief Q&A session with the Speaker plus the need to repeat the questions raised for the benefit of members using the hearing loop

During the meeting:

- Introduce the Speaker.
- Conduct questions after the presentation.
- Bring the Q&A session to a close at the appropriate time
- Thank the Speaker and lead the applause

After the Speaker's presentation:

- Provide tea or coffee for the Speaker.
- Help with informal discussions with members.
- Conduct Speaker out to car (if travelling by car) or take to the station
- Send an email the following day to thank the Speaker.
- Maintain a database of Speakers used with a brief evaluation of their presentation using feedback from Committee/members.

Aspects Applicable to all Committee Positions

- Ensure opinions expressed in Committee meetings are regarded as confidential.
- No matter what individual opinions or voting choices are, once an item is approved by the Committee, all must accept it as decisive and final without further comment (see *Trustees Code of Conduct – Corporate Responsibility*)
- Where possible and by agreement, undertake ad hoc tasks as required by the Committee.
- Forward a brief report to all Committee members seven days prior to the next Committee meeting
- Prepare and carry out a comprehensive handover to a new incumbent when appointed