



EXTERNAL SPEAKER POLICY

Bracknell Forest u3a (BFu3a)	Charity number: 1153789
Policy date: June 2026	Review date: May 2028

External Speaker Policy

Purpose

The Charity Commission requires that external speakers at charity events must adhere to specific guidelines to ensure the integrity and reputation of the charity. These guidelines include:

- Professionalism and Respect: Speakers must act professionally and respectfully aligning with the charity's values and mission.
- Content Restrictions: Speakers should not incite hatred, unrest, offense or political bias, and should not promote personal, political or commercial interests that conflict with the charity's objectives.
- Safeguarding: Speakers must safeguard the mental health and wellbeing of beneficiaries and act as role models.
- Risk Assessment: Before confirming a speaker, event organisers must assess the speaker's background, expertise and any potential reputation risks.
- Compliance with Charity Commission Guidance: All policies and procedures must comply with the Charity Commission's guidance on protecting a charity's reputation and maintaining political neutrality.

These requirements are designed to ensure that charity events are conducted in a manner that upholds the charity's mission and the safety and well-being of its beneficiaries.

Whilst it would be unlikely that BFu3a would hold a charity event, the general principle of the above requirements should be followed for any speaker, as appropriate.

Procedure and Payment

Following this guidance, the Speaker's Secretary will invite speakers to attend one of the BFu3a's regular Open Meetings on the following basis:

1. In line with the principles of the Third Age Trust, no payment can be made to a speaker who is a member of any u3a. It is, however, allowable to pay pre-agreed reasonable expenses.

2. For External non-u3a speakers, a fee and expenses must be agreed prior to the meeting and the Speaker's Secretary must notify the Treasure of the agreed fee.
3. An overall budget for payment of speakers will be set by the BFu3a Committee. Within the budget individual speakers' fees may be slightly more or less than the average fee.
4. The talk should be of general interest to members and not exceed 1 hour including time for questions. It should be agreed with the speaker whether or not the session may be recorded for later viewing by members and the speaker notified that it will, however, be transmitted via zoom at the time of the talk.
5. The fee should be paid to the speaker through the BFu3a's accounts. If a speaker wishes to donate their fee to a nominated charity, they are to be paid the relevant fee in order for them to personally donate to their chosen charity. If they do not wish to do that, they should sign a disclaimer stating that the BFu3a donation is in lieu of or represents the speaker's fee. Alternatively, a collection bucket can be put out at the end of the presentation so that members pay directly, i.e. it is never BFu3a money.

Group Meetings

If a group should invite a speaker, the above guidelines must still be followed but groups cannot have regular paid speakers as these are considered to be tutors, which is against the Third Age Trust's Mutual Aid Policy.

Any agreed fee must be reimbursed through the group's account, without support from the BFu3a funds.

Final 2/6/26