

St Albans U3A

Terms of Reference for Speaker Secretary

Role Description:

To select and book speakers for the St Albans U3A regular open meetings, within financial constraints agreed by the Executive Committee.

Key Responsibilities and Accountabilities:

1. to propose, agree and apply the annual and individual financial constraints for speaker bookings with the Executive Committee;
2. to provide the Executive Committee with appropriate reports and summaries of bookings and financial commitments;
3. to keep a list of speakers who have given talks to groups in the Herts Network of U3As, provided annually to the Speaker Secretary;
4. to keep details of potential speakers from other sources – e.g. U3A group members, personal recommendations, local interest groups and organisations, local ‘personalities’;
5. to select and book speakers from these lists for the regular open meetings;
6. to greet the speaker on arrival at the venue and deliver the fee after the talk;
7. to collect members’ feedback on the quality of the talk and the speaker;
8. to pass details of speakers, talks and members’ review of all talks to the Herts Network of U3As in order to receive the speaker list in the following year.