

# Role Description: Speaker Secretary

**Organisation:** Wendover u3a

**Purpose of the Role:** To source, book, and manage engaging speakers for the monthly general meetings, ensuring a varied and high-quality educational program for members.

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## Key Responsibilities

### 1. Speaker Recruitment & Booking

- **Secure monthly speakers** for the main meeting held on the first Wednesday of every month.
- **Maintain a balanced program** covering diverse topics like history, science, arts, and local interest.
- **Utilise u3a resources** including the national and regional speaker database and recommendations from neighbouring u3as.
- **Negotiate fees** and expenses within the agreed committee budget.
- **YouTube** remind upcoming speakers that their talk must not violate YouTube live streaming rules regarding safety, nudity, harassment, dangerous content and copyright.

### 2. Administration & Communication

- **Issue formal booking confirmations** detailing dates, times, venue location, and agreed fees.
- **Collect speaker profiles**, talk titles, and presentation summaries for promotional use.
- **Coordinate technical needs** by checking the speaker's requirements for projectors, microphones, or cables.
- **Notify Data Manager/Webmaster** of scheduled speakers and topics for updating of the Website/Beacon
- **Send a reminder** to the scheduled speaker two weeks before the meeting.
- **Send a reminder via Beacon** to Full Members one week before the meeting

### 3. Event Management & Hosting

- **Welcome the speaker** upon arrival at the venue and introduce them to the tech team.
- **Ensure refreshments are provided** to the speaker before or after the presentation.
- **Introduce the speaker** to the audience or brief the Chairman to do so.

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### 4. Committee & Financial Support

- **Provide regular updates** to the executive committee regarding future bookings.
- **Forward speaker invoices** and expense claims promptly to the Treasurer for payment.
- **Keep accurate records** of past speakers, fees, and audience feedback to guide future bookings.

### Skills and Attributes required

- **Organised** with good time management.
- **Friendly communication style** via email, phone, and in person.
- **IT Literacy:** Comfortable using databases (specifically Beacon) and sending mass emails. Good familiarity with Microsoft Word & Microsoft Excel for basic record-keeping
- **Reliable** with a proactive approach to planning months in advance.

### Terms of Appointment

- **Term of Office:** 1 year (eligible for re-election at the Annual General Meeting).
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