



## JOB DESCRIPTION

### SPEAKERS COMMITTEE

#### Role of the Committee Secretary

- Deal with all aspects of admin and information distribution, as listed below
- Keep the Chair, newsletter editor, web site manager and technical team advised of speakers to cover 3 months in advance
- Keep and maintain a list of potential speakers
- Keep a record of speakers for each year with full details and agreed fee and expenses
- Keep and update details of speakers for the coming year
- Email Knutsford Guardian 2 weeks prior to the talk, with details for the What's On column
- The weekend before the talk email Knutsford U3A members with a reminder of the talk and brief biographical details of the speaker
- Arrange Speakers Committee meetings and send an email reminder with a brief informal agenda to committee members a week before the meeting
- After each committee meeting email a brief summary of decisions made with "action points" to committee members.

#### Role of the Bookers of Speakers

Speakers Committee will work as a team, with all the members bringing ideas and suggestions for speakers to the meeting. However each booking will be done by one member of the team who will follow this through up to and including the day of the talk. As listed below:

- Make the initial contact with a speaker, or his/her Secretary or P.A. as appropriate, giving details of our requirements, such as possible dates, length of the talk, which is 40-50 mins, but in special circumstances could stretch to 1 hr. Useful at this point to have an email address, mobile phone and land line numbers for contacting the speaker. Make sure you leave your contact details. Ask for the title of the talk, not always available at the time of booking. Discuss the fee and if expenses are required.
- Confirm the details in an email with the speaker, mentioning the following: Title of the talk if known. Length of talk. Agreed date, time and venue. Advise that a member of the Technical Team will make contact to discuss technical requirements a few weeks in advance of the meeting. Fees - all cheques are personal even if subsequently destined for charitable donations.
- Ask for a return confirmation from the speaker. When the booking is confirmed let the Secretary have full details.
- Obtain short biographical notes for later publicity- can be done nearer the date of the talk.
- The month before the talk, email or phone the speaker and check all details. At this point supply parking details and ask if a map is needed.
- A couple of days before the talk phone the speaker. Find out the speakers estimated time of arrival Knutsford.
- On the day of the talk, be at the church in time to greet the speaker and introduce him/her to the technical team. Make sure the parking situation is O.K. and make sure that some water is available on the platform. In other words generally look after him/her. If you are not able to be there on the day, please make sure another member of the team can take your place.