

## **SPEAKER SECRETARY JOB DESCRIPTION**

### **INITIALLY**

Agree with the Chair, the dates on which speakers are needed at least 6 months ahead. (Usually not the January, August or December monthly meetings.)

Receive suggested speakers details from our members, other u3as and incoming emails.

Pursue potential speakers to find out if generally suitable and available for our dates.

Book suitable speakers (see below) or put on a reserve list.

### **BOOKING SPEAKERS**

Book speakers well in advance of meetings, at least 3-6 months ahead.

Check availability for Thursday early afternoon and for any un-booked dates.

Agree the amount of their fee (or charity donation) and, if separate, travel expenses.

(Members of any u3a cannot be paid a fee.)

Whether or not they need a car parking space.

Description of their talk for publicity purposes.

Whether they wish to use our screen, projector and laptop or need anything else.

Agree lapel mike, stand mike or hand-held mike.

Tell them that to achieve the best sound with our clip-on microphone, it would be helpful if they could wear a jacket or something that opens at the front so we can fix the mic at the optimal place – on the edge of their clothing about 6-8 inches below their chin. It would also be ideal if they could have a side pocket or belt to hold the transmitter. Alternatively, if they prefer, you could use a wireless hand-held mic.

Give hall address. Knogle Hall, Knogle Road, Brighton, BN1 6RB (rear of St Johns Church).

Obtain mobile phone number of speaker and give yours.

Remind speaker 7-10 days before date and check they know everything they need to.

Notify the Treasurer of the speaker's fee and, if separate, travel expenses.

Notify the Treasurer of how the speaker wishes to be paid. Will the speaker invoice us?

Notify the Knogle Hall PA/IT team of speaker's requirements.

Give the speaker the Knogle Hall address & agree arrival time of about 1.45 pm.

### **DAY OF TALK**

Arrange parking space in front of venue if required.

Meet & welcome the speaker & introduce to the meeting Chair and PA/IT team.

Entertain speaker before the meeting starts or delegate if necessary.

Provide glass of water if needed or delegate.

### **AFTER TALK**

Encourage questions if speaker is agreeable to this.

Organize refreshments for the speaker.

Liaise with treasurer and ensure any monies have been paid, (fees, travel expenses or donation to charity.)

Help pack up speakers' equipment and belongings.

Send a thank you e mail a day or two later.