

## Job Description for Speakers Secretary

### Specific Tasks

Keep list of possible future speakers

Organise a varied programme by contacting appropriate speakers several months in advance of proposed date to agree:

- a date
- the fee to include travel
- equipment requirements
- write to confirm arrangements

Two to three weeks before designated date, write to speaker as a reminder and to obtain appropriate banking details – request these in writing (together with an invoice if possible) and finalise arrangements

On speaking date:

- ensure parking space is reserved
- welcome speaker
- supply glass of water; and ask about refreshment requirements for end of talk
- after talk, take refreshments to speaker
- thank speaker and help with returning any equipment etc to their vehicle

Soon after date, write 'thank you' to speaker (and suggest a further visit if appropriate).

### General

Work as part of a team by:

- Attending committee meetings whenever possible
- If you are able, arriving at monthly meetings at approximately 1.30pm to help set up kitchen/hall
- Helping other committee members as necessary; and on specific occasions, e.g. parties and new members events, if you are free

The Five Deans u3a is a charity and all committee members are Trustees of the charity.