

New Mills and District U3A

Speaker Arranger Role Description

- Book Speakers for monthly meetings:
 - Meetings are held in New Mills Town Hall on the third Tuesday morning of the month.
 - Speakers are required for 9 months: January, February, March, April, May, June, July, September and November (August is the Groups' Display, October is the AGM, December, if held, is an informal event).
 - Talks should be 45 minutes in duration, certainly no more than an hour.
 - Talks usually start at about 11:10-11:15 am, following our notices and refreshments.
 - If a Speaker's fee is more than £100, ask the committee for approval before making the booking
- Ascertain whether the Speaker will use visual aids.
- Ascertain whether the Speaker will need any equipment. If so arrange for its provision (a projector can be hired from CVS in Whaley Bridge or New Mills Volunteer Centre).
- When the booking is definite, inform the Website Editors (website@newmillsu3a.org.uk) and the Newsletter Editor (newsletter@newmillsu3a.org.uk) of the Speaker's name and talk title. Also inform them if the Speaker will use visual aids.
- Contact the Speaker a week before the meeting to confirm that everything is going ahead.
 - Ask the Speaker for bibliographic information to use as an introduction.
 - Ensure that the Speaker knows where the meeting will take place. If the Speaker is arriving by car, inform them to park in the rear (disabled) Town Hall car park.
- Arrange with the Treasurer for a cheque to be available at the meeting.
- On the day of the meeting:
 - Reserve a parking space for the Speaker in the rear (disabled) Town Hall car park.
 - Greet the Speaker on their arrival and introduce them to the meeting Chair.
 - Assist if necessary with any setting up.
 - Pay the Speaker.
- After the meeting, send a thank you note to the Speaker.