u3a Llandrindod Wells and District

Programme Secretary Role and Responsibilities

The Programme Secretary is a full member of the u3a committee and is expected to attend committee meetings as and when they are held.

Speaker programme

A speaker is required at each monthly meeting to give a talk of approximately one hours duration with time afterward for questions.

Meetings have not always been held during August. Check with the committee to see if a meeting will be taking place and a speaker required.

To allow the speaker programme to be included on the membership card, the speaker programme for the coming year needs to be finalised by the end of February for the meetings starting April that year up to March in the following year.

Speaker topics

The u3a expressly avoids alignment with any political or religious viewpoint so in general these topics should be avoided.

Check the list of previous meetings (available on the website) and aim to avoid topics covered in recent years.

Consult the Wales u3a list of recommended speakers for suggestions.

Aim to include a mixture of topics over the year with broad appeal

Speaker fees

(Last updated by the committee meeting on 3rd March 2022.)

The committee have delegated to the programme secretary the ability to confirm bookings where the speaker fees are £100 or less. Fees of up to £150 may be agreed subject to approval by the committee.

If a u3a member is invited to speak they are not able to receive a fee, but a donation may be made in lieu to a charity of their choice. The amount of the donation, currently £40, is set by and occasionally reviewed by the committee.

Information required from speakers

When arranging a booking with a speaker, the programme secretary shall obtain and record the following information:

- The speaker's name and contact information, including email and phone.
- Information which can be used when publicising the talk on the website or elsewhere:
    - The title of the talk
    - A short summary of the contents of the talk – typically 3 to 5 paragraphs
    - A short speaker biography – again typically 3 to 5 paragraphs
    - A photo of the speaker (preferred) or a photo that illustrates the topic. The photo must be free of any copyright restrictions for our use.
- Agreement that their talk can be webcast live to our members who are unable to attend the meeting in person.
- Whether they require use of projection facilities when giving their talk
- Their fee and expenses

Liaison with the speaker

When arranging the booking:

- Obtain required information listed above
- Provide the speaker with the full address of venue, the date and time of the meeting and the expected duration for their talk
- Provide contact details for the u3a should the speaker have questions or need to cancel

One week prior to the meeting:

- contact the speaker to check they are coming
- notify the treasurer of fee and expenses costs so they can prepare payment.

Two days prior to the meeting:

- Arrange for Zoom information to join the meeting to be circulated to members

On the day of the meeting

- meet the speaker on arrival
- assist the speaker with connection to projection system and choice of microphone

- ensure speaker has tea/coffee/water and knows where toilets are located
- after the meeting has finished ensure speaker fee is paid
- make a note of any follow-up material or references offered by the speaker and arrange to obtain

Other duties

Provide information about the speakers and their topics for the website as soon as this becomes available.

Keep a reserve list of at least three speakers (not in the programme) who may be called upon in the event of a last-minute cancellation by a speaker.

Provide recommendations of speakers who were well accepted by members for inclusion in the Wales us3 speaker list.

Report any issues relating to the speaker programme to committee meetings.

Liaise with the venue over arrangements regarding audio/visual equipment used at meetings.

Arrange for webcasting of the meeting to take place.