



## Wrekin and District u3a – EC Role Description

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# Speakers Secretary

### Key Role

To support Wrekin and District u3a events by securing guest speakers to present talks at the monthly meetings

### Specific elements:

- Ensure W&D u3a has a confirmed programme of monthly guest speakers approved by EC.
- Liaise closely with guests before, during, and after the presentation.
- Ensure fees have been approved by Treasurer and received by guest.
- Ensure required technical support is provided for guest.
- Ensure Chair is timeously notified of confirmed guest speakers and provided with background information.
- Ensure PR Advisor is timeously notified of confirmed guest speakers and provided with background information.

### Generic elements:

- Ensure compliance with W&D u3a policies and procedures, especially:
  - Committee Member's Code of Conduct
  - Data Protection and Privacy Policies
  - Safeguarding
  - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider W&D u3a activities.