

**u3a Guernsey**

**SPEAKERS' SECRETARY**

**Terms of Reference**

**PURPOSE**

To organise a varied programme of speakers.

**MAIN RESPONSIBILITIES**

1. To facilitate all aspects of events involving speakers including booking venue, costings, etc.
2. To liaise with Executive Committee to keep them informed of the programme of speakers.
3. To liaise with members to gain suggestions for speakers.
4. To ensure records of those wishing to attend and monies paid are kept until the event is held, where appropriate.
5. To attend Executive Committee meetings.
6. To attend coffee mornings to advertise speaker events.
7. To liaise with the Media Team re advertising of speaker events.
8. To ensure there is a lead person appointed for each speaker event in order for the event to run smoothly.
9. To budget so that events run at a low cost but to cover all expenses.
10. To ensure a risk assessment is undertaken preceding an event and measures put in place to mitigate any which are identified.
11. To review speaker events once they have taken place to highlight what, if anything, can be learned and improved.
12. To answer queries to email [u3aguernsey.speakers@gmail.com](mailto:u3aguernsey.speakers@gmail.com).
13. To carry out a comprehensive handover to a new Speakers' Secretary.

**These Terms of Reference will be reviewed prior to the appointment of a new Speakers' Secretary and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.**

**Approved by the Executive Committee 7<sup>th</sup> December 2021.**