

# Monthly Meetings secretary

## Role description

It is the responsibility of the Monthly Meetings secretary of Ludlow u3a to:

- acknowledge enquiries/offers from potential speakers
- compile list of potential speakers from offers, recommendations, speaker websites, checking out (as far as possible) the quality of the speakers
- bring details of potential speakers to committee for their consideration and approval
- organise a varied programme of talks for the monthly Monday meetings,
- contact, negotiate with and contract speakers. Ask speakers to complete and return booking confirmation form, which includes details of themselves and the talk. Request an image illustrating the topic which can be used on the website.
- Send brief details of talks to webmaster and newsletter editor for inclusion on u3a website /in monthly newsletter/email reminder
- Keep in contact with speakers, eg Happy New Year email and keep speaker records up-to-date.
- At the beginning of the month, contact the speaker to check technical requirements etc and arrange to meet at 10:15 at Ludlow Assembly Rooms (LAR) on the day of the Monthly Meeting. Give parking details and check how speaker wishes to be paid.
- advise Treasurer of fee and speaker's details for payment
- Advise LAR of requirements for talk etc
- brief Chair with information on speaker to use in introduction
- liaise with, meet, greet and ensure needs are met for speakers at venue
- maintain record of current, past and prospective speakers.
- By 14<sup>th</sup> of the month, submit publicity details to Local Ludlow for publishing in following month's magazine
- Check LAR invoice when it arrives and pass to Treasurer for payment when agreed
- provide reports to the committee

This role is not necessarily a committee role, but if it is, to

- act as a Trustee of the registered charity, ***u3a in Ludlow***