

Purpose:	<p>1. To work with the Monthly Meetings Sub-Committee, to compile a programme of speakers for monthly meetings each year.</p> <p>2. To arrange venues, catering and equipment for these meetings.</p> <p>The main components of the role are:</p>
Core duties:	
SPEAKERS:	1.(a) Lead the Monthly Meeting Sub Committee (SC) in the selection of main and second slot speakers. The SC will identify and approach potential speakers and create a rolling six month programme. Suggestions will be encouraged from the EC and from members. Respond to members' recommendations for speakers and approaches from potential speakers.
	1.(b) Research potential speakers e.g. areas of expertise, contact details etc
	1.(c) Identify a SC member to be the liaison person responsible for keeping in touch with each speaker throughout the process.
	1.(d) Ensure the assigned liaison person approaches potential speakers with possible dates, info about the iU3A and the possible talk subject, etc
	1.(e) Maintain spreadsheet or listing of 1st and 2nd slot speakers showing progress of bookings.
	1.(d) Obtain copy of lecture if possible, also photo, bio, title and precis of talk. Send to Website Coordinator and to Bulletin Compiler.
	1.(f) Liaise with secured speakers re practical details –at least 4 weeks before the date of their talk
	1.(g) Check which equipment the speaker will use, mics, laptop, projector, etc. Inform whoever is holding this equipment.
	1.(h) Send introductory info to Chair before meeting.
	1.(i) Coordinator or delegated person to meet and greet both speakers.
	1.(j) Provide thank you gift.
	1.(k) Send thank you letter.

HOUSEKEEPNG:	2.(a) Book rooms at Resource for London up to a year in advance.
	2.(b) Book refreshments.
	2.(c) Inform RfL staff of equipment needed.
	2.(d) Forward monthly invoice to IU3A Treasurer.
	2.(e) Arrange two people for front desk to book members in on arrival.
	2.(f) Volunteers to be assigned tasks, eg, meet and greet, helping people find seats.
	2.(g) Adjust room temperature with thermostat if needed. Adjust lighting if needed.
	2.(h) Check on provision and service of refreshments.
	2.(i) Put reserved signs on seats for disabled members, latecomers, volunteers.
	2.(j) Assist during question time by handing round the mic to members.
Other activities:	Attend EC meetings and support actions arising.
	Develop own succession plan – develop contacts; try to take on deputy to train up for taking over.
Skills and experience required:	Good communications and organisational skills. Any network or contacts to possible speakers a bonus.
Role Exclusions:	
Approx time Commitment:	Varies but roughly 8 hours a week
Accountable To:	Executive Committee