



ROLE OF SOCIAL SECRETARY- SPEAKER SEEKER

PURPOSE

To provide a programme of speakers for the monthly members meeting.

TASKS

- To seek out and liaise with potential speakers to build relationship and identify type of talk, equipment needed, expenses. Payment method.
 - Checkout their websites to obtain background information for newsletter and programme.
 - Liaise with Northants Speaker Seeker Forum (Facebook Group) to identify good speakers.
- Meet Speaker at meeting, ensure equipment is compatible.
- Create Programme of Members meetings – including Picnic in the Park
- Pass details of meetings and speakers to Website Manager and Newsletter.
- Brand Guidelines – use of logos and compliance with national u3a (Dropbox Wellingborough u3a)

MONTHLY MEMBERS MEETINGS

Tasks related to this are:

- Find and hire of Venue
- Risks Assessment/Fire Escapes
- Organise room to accommodate activity planned for each meeting (put out chairs etc)
- Tables, Notice Boards, Banners