**Programme Secretary**

**Role Description (Full Version)**

Role summary

* To organise speakers and/or occasional non speaker events for monthly meetings of Charnwood u3a (Cu3a).
* To ensure, as far as reasonably possible, that speakers talk within the ethos of u3a, particularly that their subjects are non partisan in politics and religion nor are overtly commercial.

**The Programme Secretary** needs to

* be diplomatic and approachable
* be a good organiser

Main responsibilities

Pre-planning

* Obtain details of speakers and build up a list of sources and speakers, including some who can be relied on to stand in at short notice.
* Liaise with other local u3a’s and share information on speakers. This can remove doubts on the ability of speakers if other groups have found them to be excellent. And vice versa!
* Agree an annual budget plus scale of fees/travel expenses with Treasurer/Committee. Any fees that are substantially outside this range must be approved by the Committee.

**Communication of Information**

* Provide the committee with information on future speakers etc. at least three months in advance. That information to include any fees/expenses, a description of the broad nature of the talk and the provenance of the speaker(s).
* Approximately three weeks before the monthly meeting, contact the speaker to: confirm speaker can attend; agree talk title, duration, fee (if any); determine equipment requirements and how this is to be provided. Send written confirmation by post and/or email.
* Once arrangements have been confirmed with the speaker, provide the Cu3a secretary and the Deputy Programme Secretary with appropriate contact information for the speaker, to cover the contingency of the Programme Secretary defaulting through illness or incapacity. This shall include name, email address and contact telephone number.
* Advise the Treasurer of agreed fees for speakers, so that payment can be made. Agree method of payment – providing bank details if payment is to be made by BACS (preferred).
* Provide Newsletter Editor and Website Manager with details of each immediate month’s speaker and broad speech/event content for inclusion in News and Views and Website. Also, if deemed appropriate, provide the occasional synopsis of future monthly meeting talks.

**Arrangements for Meeting**

* Make contact (usually by telephone) one week before event to remind speaker and confirm the agreed arrangements. Obtain background details of speaker to enable a suitable introduction to be made before the talk.
* Occasions may arise when a last minute change is unavoidable. Where possible such changes should be agreed with the committee; however, where this is not possible, the Programme Secretary may take the initiative to arrange a substitute speaker without referral.
* Make arrangements for greeting and hosting the speaker.

**After a Meeting**

* After the event send a message of thanks to the speaker.
* Keep a record of the evaluation of the speaker’s performance in the list of speakers.
* Note any costs incurred in carrying out the above duties - for example telephone calls, stationery, postage, etc. - which can be reclaimed from the Cu3a Treasurer.

On Completion

* To carry out a comprehensive handover to the new Programme Secretary.

**Equipment Requirements**

* Means of sending and receiving emails
* Means of sending and receiving telephone calls.

February 2022