

Monthly Programme Coordinator:

To uphold the Constitution of Bourne End and District U3A

To be aware of the Common Responsibilities for all Committee Members/Trustees

Well in advance, arrange an annual programme of speakers for the monthly meetings. To ensure that the speakers cover a wide variety of topics, which are of general interest to all members..

Make initial contact with the speakers by telephone, confirming date and topic. Give an approximate time for talk allowing time for any questions. Check if any equipment will be required.

Ensure that any fee or expenses are within the budget set by the committee, and approved by them in advance. To liaise with the Treasurer in accordance with the system agreed by the committee. NOTE, a member of any U3A may not charge a fee for speaking.

Write or email confirming all the details agreed, and keep the committee informed of these.

All details should be confirmed with the speaker by phone a few days before the meeting. At the same time enquiry should be made to ascertain those personal details needed to introduce the speaker to the meeting.

Ensure that if a cheque is required it is available from the Treasurer on the day.

On the day be ready to meet the speaker and introduce to Chairperson. Check they have all they need including refreshments.

Ensure that a Vote of Thanks is given.

Have contingency for non-arrival of speaker.

Keep a list of suggested speakers obtained from other U3As, members, outside recommendation, and own knowledge.

Keep a list of previous speakers to avoid repetition.