



Locks Heath u3a

External Speaker Policy

Reason

The use of paid External Speakers by individual u3as at their Interest Group meetings and Open Monthly meetings for members and guests has been accepted by the 3rd Age Trust. This Policy details how the booking of External Speakers will be managed by Locks Heath u3a.

Payment of External Speakers

All External Speakers will be paid in accordance with Locks Heath u3a Finance Policy which requires all payments to be made to the Speaker and not to any charity or other organisation as a donation on their behalf. For Speakers representing organisations such as the Royal Horticultural Society and the Royal National Lifeboat Institution payment will be made to the organisation.

Procedure – Open Monthly Meetings

A subcommittee of Locks Heath u3a Committee (known as the Speaker Team) is set up to manage all aspects of booking External Speakers (Speakers) except any External Speaker booked by the Committee for the AGM.

The Speaker Team may be led by a Committee member or a Non-Trustee u3a member agreed by the Committee. (Speaker Co-ordinator) The Team will also include no more than 4 members agreed by the Committee.

The Speaker Team is authorised by Locks Heath u3a Committee to investigate potential Speakers using a variety of sources, contact those considered suitable and book them.

The Speaker Team must ensure that the Speakers and their talks will not be offensive or breach our Equality, Diversity or Inclusion Policy.



Procedure – Open Monthly Meetings continued

The details of the Speakers booked or trying to be booked will be provided to the Committee for approval at their Committee meetings in March and October. A member of the Speaker Team will attend these meeting if required. The Speaker details provided will include their name, the talk title, a summary of the talk, the fee agreed and the month booked.

If the Committee rejects any booked or potential Speaker they will provide the reason for their rejection to the Speaker Team to help them to cancel or amend the booking. The Speaker Team will submit details of any replacement Speaker to the Committee for approval.

The Speaker Team will be given an annual Budget by the Treasurer after discussion with the Speaker Co-ordinator and the agreement of Locks Heath u3a Committee.

Process – Open Monthly Meetings

The Speaker Co-ordinator will arrange for one member of the Team to manage the administration of the Team.

The Speaker Co-ordinator will discuss and agree with the Team some financial guidelines on the level of fees that they should use when considering the booking of a Speaker.

The Speaker Team will meet at least twice a year to book Speakers. The meeting in October will select and book the Speakers for the first half of the year starting in 15 months' time. The meeting in March will select and book the Speakers for the second half of that year.

The Team will aim to find Speakers on a range of topics that will appeal to Locks Heath u3a members. They may include a Speaker from a local or national charity or a public services organisation like RNLI. The Team will also try to find talks that relate to the events that will occur during that year and will book these for the nearest appropriate month.



Process – Open Monthly Meetings continued

Speakers are selected from information provided by:

- other u3as and u3a members
- the WI
- websites offering free access to a wide selection of Speakers
- details provided directly to us by Speakers
- previous Speakers

The Team will contact potential Speakers, check the talk and fee details we used to contact them are correct. If satisfied with this check and any minor alterations to the talk and fee they will try and book them for specific months. If relevant, they will explain we cannot pay charities on their behalf. More information about the booking process is shown in the Appendix

Details of the Speakers booked will be passed to the Admin person to produce the information required by the Committee in spreadsheet form.

Once the Speakers have been agreed by the Committee, the Admin person in the Team will send a formal email confirming the date and time of the booking, the fee agreed and provide full details of where we meet.

At the beginning of the month they are due to attend the Admin person will send the Speaker an email checking their attendance, restating the meeting time and date, the venue details and the car park arrangements.

The email will ask what equipment they require and outline the equipment we have that they can use.

The email will also ask for their bank details so we can pay them by BACS.



Procedure & Process – Interest Groups

Interest Groups may book External Speakers to give talks on subjects pertinent to their Groups' interests. The details of the Speakers booked or trying to be booked must be submitted to the Chair and Treasurer for approval at least 30 days before the talk. The Speaker details required are their name, the talk title, a summary of the talk, the fee agreed and the month booked.

The Group must ensure that the Speakers and their talks will not be offensive or breach our Equality, Diversity or Inclusion Policy.

Review Policy – April 2029



Appendix – Speaker Team Booking Process

Reminders

Travel expenses to be agreed in advance. The charge per mile must not exceed the current HMRC figure.

We don't make donation payments direct to charities on behalf of speakers.

Booking Process

At each biannual meeting book 5 main speakers and 2/3 substitute speakers.

Discuss and agree the main 5 Speakers, their talks, their fees and the months we want them to speak.

Discuss and agree the substitute 3 Speakers, their talks and their fees

Discuss and agree which Team members will contact each speaker or speakers.

Contact the speaker and provide details of LH u3a and the monthly meeting. If no response or speaker declines the booking, inform the Team and agree which substitute speaker to approach for that month.

Check that the talk details and the fee wanted match the information we used to contact them. Any minor change to the talk or minor increase in the fee may be accepted

If any check raises concerns explain these must be referred to the main Team before making any booking. Discuss concerns with Team and decide whether to continue with booking or not.

If all these checks are OK, propose the date, month and year we want the talk to take place plus the time of our meeting.

If booking is agreed advise the speaker that a formal confirmation of the booking plus more details of our venue and meeting will be issued by our Admin person