



Islington U3A

Job Description

Role of Monthly Meetings Coordinator

Rev 3

<b>Purpose:</b>	The monthly meetings coordinator works with a small team of committee members - 1 or 2 – to put together a programme of speakers for talks at our 10 monthly meetings each year. The team works to a timetable – shown below – to achieve this. The main components of the role which are all done in liaison with the team are:
<b>Core duties:</b>	Meet regularly with team members to agree on potential speakers, assign tasks e.g. identify liaison person for each speaker, update on progress – planning for first half of the next year starts in September of the previous.
	Respond to members’ recommendations for speakers and approaches from potential speakers.
	Maintain a spreadsheet of potential speakers. This shall include 1 <sup>st</sup> Subject and 2 <sup>nd</sup> Subject speakers.
	Research potential speakers e.g. areas of expertise, contact details etc
	Approach potential speakers with possible dates, info about the iU3A and the talks etc
	Obtain materials from secured speakers i.e. title of their talk, summary of the content, a portrait photograph, a brief biography. These are sent to the iU3A website coordinator and the compiler of the Bulletin – according to the deadline for production of copy. This includes for 1 <sup>st</sup> Subject & for 2 <sup>nd</sup> Subject speakers.
	Liaise with secured speakers re practical details –at least 4 weeks before the date of their talk
	Endeavour to get a copy of speaker notes/ presentation in advance.
	Greet speakers on the day
	Provide the Chair with biographical details for her introduction to the speaker
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	Respond to members' recommendations for speakers and approaches from potential speakers.
<b>Other activities:</b>	Attend EC meetings and support actions arising.
<b>Skills and experience required:</b>	Good communications and organisational skills. Any network or contacts to possible speakers a bonus.
<b>Role Exclusions:</b>	Organise venue & facilities for the Monthly Meeting – that is done by the Events Coordinator.
<b>Approx time Commitment:</b>	Varies but roughly 8 hours a week
<b>Accountable To:</b>	Executive Committee



THE UNIVERSITY OF THE THIRD AGE