



Paisley and District u3a – EC Role Descriptor

Speakers Convenor

Key Role

To support Paisley and District u3a events by securing guest speakers to present talks at the monthly meetings.

Specific elements

- Ensure P&D u3a has a confirmed programme of monthly guest speakers approved by EC.
- Liaise closely with guests before, during, and after the presentation.
- Ensure fees have been approved by Treasurer and received by guest.
- Ensure required technical support is provided for guest.
- Ensure Chair is timeously notified of confirmed guest speakers and provided with background information.
- Ensure PR Advisor is timeously notified of confirmed guest speakers and provided with background information.

Generic elements

- Ensure compliance with P&D u3a policies and procedures, especially:
 - Committee Member’s Code of Conduct
 - Data Protection and Privacy Policies
 - Safeguarding
 - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider P&D u3a activities.

u3a		Paisley and District u3a
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Approved by Executive Committee		
Review Date	January 2025	