

U3A: MOSELEY, KINGS HEATH AND DISTRICT SPEAKER POLICY

A. RATIONALE

This Policy is written to address the quality of talks given at the Monthly Members' Meetings.

B. OBJECTIVES

B.1 The purpose of monthly members' meetings is to further the engagement, interest and enlightenment of members

B.2 The range of topics should be as wide as possible to cover the range of interests of members.

B.3 Religious and political topics will be addressed only from an academic, non-party political, non-sectarian standpoint.

C. PROCEDURES/DECISIONS

C.1 The branch does not provide a platform for organisations or members of organisations where the primary aim of the talk is to promote the organisation itself.

C.2 An individual belonging to an organisation may provide a talk about their personal experiences and history, so long as that is deemed of interest to members and does not contravene the other guidance in this policy.

C.3 Where the EC considers the topic and speaker suitable it will provide assistance and support to members of the local U3A who wish to address a monthly members' meeting. It may consider shorter talks to facilitate this.

C.4 The EC may, after suitable vetting, allow members and Interest Groups to present their work to the Monthly Members' Meetings.

C.5 Where possible, speakers should come with a recommendation from another U3A or from a reputable organisation or individual.

C.6 Speakers should, where possible, have experience of public speaking and use AV equipment to capture the interest of the audience. Speakers must use the headset provided to ensure audibility for members.

C.7 Topics, speakers and costs should be approved by the Executive Committee before bookings are confirmed.

C.8 Speakers will normally be booked at least 6 months in advance, when arrangements over payment, travel expenses, AV equipment and other requirements will be made.

C.9 The booking will be checked at least one month in advance, with final arrangements made one week beforehand.

D. MONITORING

The implementation of this Policy will be monitored by the whole EC

E. REVIEW

This Policy will be reviewed *annually*.

F. DATES

This Policy was adopted by the Executive Committee on August 26, 2014. It was placed on the website on August 31, 2014. Date for Review: August 2015.