



Engaging External Speakers at Stafford u3a Events Policy and Procedures

1. External Speakers will normally only be engaged to speak at the **Monthly Open Meeting**, where a speaker fee will be offered as a matter of course.
2. The Committee will appoint a Speaker Secretary (or Secretaries) who will be given authority to book speakers for future meetings.
3. The Committee will allocate an annual budget for Speaker fees. The Speaker Secretary will seek permission in advance from the Committee should additional funds be required.
4. The Speaker Secretary will maintain a dialogue with the Committee concerning Speaker bookings and aim to ensure a balance of interests. Speakers must be apolitical and non-discriminatory in the content of their talks.
5. The Speaker Secretary will ensure that information regarding the Speaker is published in advance of each meeting to the membership, and that the Treasurer is given prior warning of the booking fee, the preferred method of payment and the payee details.
6. The Treasurer will be responsible for providing the payment for the Speaker at the Monthly Meeting
7. In the case of a u3a member being engaged as a Speaker, the maximum fee payable will be £70.

Paid Speakers for Group Meetings

In keeping with the u3a ethos of shared learning, paid speakers should be a rarity at Group meetings.

In the event of a group wishing to pay for an external speaker, members of the group must be consulted in advance before any booking being made. Group members must agree to pay an additional fee to cover the cost of the Speaker. The u3a session fee cannot be used for this purpose.

The Committee via either the Groups Coordinator or the Treasurer must also be informed in advance of such a meeting.

Policy agreed 5th February 2025