

Roles and Responsibilities

Speaker Secretary

Summary

1. To become familiar with the Membership Application Form and the Constitution.
2. To be the contact person for all the speakers that are booked.

Responsibilities

- Research information about possible speakers and suggest speakers for approval by the Committee.
- Provide Business Secretary and Web Manager with details of speakers and topics, if possible for a rolling twelve months.
- Ensure that the speaker has all the necessary information about venue, date and time of the meeting.
- Provide information to the Setup Group to ensure equipment is provided.
- Ensure that you or a designated person is available to welcome the Speaker and to make the necessary introductions and provide refreshments.