

## Process for the Engagement of Speakers

| Step | Description                                                                                                                                                                                                                                                              | Responsibility                       |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1    | Research potential speakers <ul style="list-style-type: none"> <li>• Receive/search for suggestions</li> <li>• Identify topical subjects</li> <li>• Identify potential speakers</li> </ul>                                                                               | Speaker Secretary                    |
| 2    | Discuss potential speakers with KNu3a Chair                                                                                                                                                                                                                              | Speaker Secretary/Chair              |
| 3    | Approach potential speakers about <ul style="list-style-type: none"> <li>• Willingness to give talk to KNu3a (organisation, venue)</li> <li>• Talk subject/title</li> <li>• Cost – fees &amp; travel expenses</li> <li>• Viable date(s)</li> </ul>                       | Speaker Secretary                    |
| 4    | Agree booking(s) with trustees                                                                                                                                                                                                                                           | Speaker Secretary/ Committee         |
| 5    | Prepare & issue <ul style="list-style-type: none"> <li>• contract of booking for completion (template at Appendix C);</li> <li>• guidelines for speakers (Appendix D) and</li> <li>• request information re biographical details for Chair, where appropriate</li> </ul> | Speaker Secretary                    |
| 6    | Receive <ul style="list-style-type: none"> <li>• completed contract &amp; pass copy to Treasurer</li> <li>• biographical details &amp; pass copy to Chair</li> </ul>                                                                                                     | Speaker Secretary                    |
| 7    | At least one month before due date for talk <ul style="list-style-type: none"> <li>• confirm continued availability</li> <li>• request details for BACS payment</li> </ul>                                                                                               | Speaker Secretary                    |
| 8    | At General Meeting <ul style="list-style-type: none"> <li>• greet speaker at venue;</li> <li>• offer refreshments;</li> <li>• set up equipment</li> <li>• check Treasurer has details for BACS payment</li> </ul>                                                        | Speaker Secretary/ Chair/ trustee(s) |
| 9    | After meeting <ul style="list-style-type: none"> <li>• review talk/speaker/meeting</li> <li>• consider any request by speaker for review</li> </ul>                                                                                                                      | Committee                            |

## Version Control

| Version | Description | Date        |
|---------|-------------|-------------|
| v1      | Acceptance  | 20 May 2025 |
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