

FERNDOWN u3a EXTERNAL SPEAKER POLICY

1. Procedure

The Speaker Committee meets once a year to agree speakers for the coming year. This generally takes place in February / March in time for information to be included in the brochure.

Speakers should cover a wide variety of topics, which are of general interest to all members at a Monthly Meeting or to the members of the Interest Group hosting them.

Speakers must not promote a particular religion or religious belief nor a political party or doctrine.

The booking should take place as soon as possible after the meeting. It should be reconfirmed at least one month in advance, with final arrangements made one week beforehand.

A talk should not exceed 1 hour plus brief time for questions.

Prior to the talk the speaker coordinator will explain how to use microphones, projectors and other equipment. Speakers can bring their own equipment but are responsible for the insurance.

The Speaker committee will notify the Treasurer of agreed fees and expenses at the beginning of the year, and the Treasurer should then settle the cost of any fees and expenses by either cheque or bank transfer and a receipt obtained.

2. Payments

An annual budget for payment of speakers will be set by the Committee and the budget must not be exceeded.

In line with the principles of The Third Age Trust, Ferndown u3a cannot pay a fee to Speakers who are members of a u3a (Ferndown or another u3a).

Payment to external speakers is allowed. Fees and expenses must be agreed beforehand. Ferndown U3a fees must not exceed £100 including expenses for each speaker.

If the Speaker wants to donate their fee to a nominated charity, then there are two methods of achieving this.

- The speaker can be paid by a cheque or bank transfer made payable to them and they then donate to the relevant charity.
- If recorded in advance, the fee can be paid direct to a nominated charity on their behalf. In that case, payments should be recorded in the accounts as “speaker’s fee donated” together with the Speaker’s name.

3. ADOPTION AND REVIEW

u3a	FU3A SPEAKER POLICY	
Version	Description of changes	Date
1.0	Original document	11/11/2025