



ENGAGING EXTERNAL SPEAKERS

Background

The Shoreham & Southwick u3a runs a series of Monthly Friday Events where members are generally addressed by an external speaker. There are normally eleven events per year and they are held at the Shoreham Centre.

Policy re engagement of external speakers

One trustee will be responsible for engaging external speakers. They can act alone but can also take advice from other trustees if in doubt about suitability etc.

The criteria for engaging speakers are:

- The subject matter must align with the interests and objectives of the Shoreham & Southwick u3a. This could include items of local interest, the environment, history, music and entertainment and wider subjects that align with the interests of members. Subjects will not include current political matters or religion, or give a platform to an extremist group. Subjects must not include offensive material or items that are blatantly factually incorrect.
- Speakers should be knowledgeable and experts in their field.
- No u3a member may receive a payment for giving a talk.
- Speakers must not use the talk to promote any commercial offering, such as a book, service or organisation.
- Speakers who have multiple talks may be invited back.
- The cost of the speaker should be taken into account. In general, the speaker costs plus the room hire cost, should be covered by the likely income from attendees.

Speakers should be asked to give illustrated talks lasting approximately one hour, including taking questions.

The fee, including travel costs where applicable, and equipment requirements should be agreed before the event. After the event, the speaker should provide an invoice and their bank details to the Treasurer so that they can be paid electronically.

Version	Description of changes	Date
1.0	Original document approved by trustees	12/11/2024
2.0	Reviewed by committee – no changes	08/09/2026