

## **OLDHAM AND DISTRICT u3a**

### **ROLE DESCRIPTION – SPEAKER AND ENTERTAINMENT ORGANISER**

#### **PURPOSE AND CONTEXT**

The monthly meeting of the u3a members features a speaker, performer, or other form of entertainment (referred to here as ‘entertainment’).

The role of the Organiser is to ensure that a programme of entertainment is created and delivered. The programme must meet the following criteria:

- Varied, interesting and appropriate to the audience;
- Relevant to our charitable objective:  
“The charity’s object (‘the object’) is the advancement of education, and in particular the education of older people and those retired from full time work, by all means including associated activities conducive to learning and personal development”;
- Non-political (this does not preclude politicians as speakers);
- Not likely to embarrass u3a or negatively impact on its standing or reputation;
- Within any budgetary limits set by the Committee. The current practice (February 2026) is a standard £60 fee and travel expenses at 40p per mile. Any sum greater than £200 will need to have the approval of the committee.

#### **KEY TASKS**

- Identify potential entertainment from a range of sources including national lists, other u3as, personal recommendations etc.
- Investigate what they offer, their availability, their needs with regard to equipment, facilities etc, and potential cost. Provisional bookings may be made, but not confirmed without Committee approval. Where possible (and recognising that it will not always be possible), speak to someone who has seen them ‘perform’ or watch them on line.
- Prepare a provisional schedule of events for approval by the Committee.
- Maintain contact with the entertainment prior to the event and resolve any queries that may arise.
- On the day of the event, welcome the entertainment and ensure that they are looked after by an appropriate person (or yourself).
- Liaise with the Treasurer to ensure that any fees and expenses are paid.
- Follow up with a thank you letter and any feedback that may be appropriate.



## **GENERAL**

As a Committee member and Trustee of Oldham and District u3a, you are expected to support, follow and promote:

The code of Conduct for Trustees which can be found [HERE](#)

The Code of Conduct for all u3a members which can be found [HERE](#)