



## Fairford & District u3a

### Role description – Speaker & Trips Coordinator

#### Role Summary

- Arrange engaging speakers for our Monthly General Meetings of the u3a
- Plan and organise trips and outings that are enjoyable, accessible, and well-managed
- Work with the committee to deliver a varied programme of activities for members
- Act as a spokesperson for u3a and in line with the [u3a Trustee Code of Conduct](#)

#### Support for your role:

- Help from experienced and current committee members
- Trustee induction with your u3a
- Handover and support from the outgoing Speaker & Trips Coordinator, where possible

#### Key Tasks:

- Identify, contact, and book speakers, agreeing topics, dates, and requirements
- Liaise with speakers regarding logistics, expenses, and any technical needs
- Research, plan, and organise trips, including venues, transport, and costs
- Manage bookings and clearly communicate event and trip details to members
- Promote events in collaboration with the committee
- Ensure smooth delivery of meetings and outings on the day
- Maintain basic records of contacts, bookings, and feedback for future planning

#### Helpful information

- [Charity Commission 5-minute guides for charity trustees](#)
- [u3a Trustee Code of Conduct](#)
- To find out more about the role, please contact [secretary@fairfordu3a.org.uk]

<b>u3a</b>	<b>Role description: Speaker and Trips Coordinator</b>	<b>Fairford and District u3a</b>
<b>Version</b>	<b>Description of changes</b>	<b>Date</b>
1.0	Role description created	21/04/2026