

## **HOEOCA COMMITTEE POST - ROLE DESCRIPTION**

### **Speakers**

#### **ROLE PURPOSE**

To arrange the programme of speakers for the club from September – April

#### **DUTIES & RESPONSIBILITIES**

1. From personal contacts and ideas, as well as from those of the committee, to identify and book a schedule of internal and external speakers to fill the 7 slots available.
2. To liaise with all speakers, guiding them as to our requirements and organising equipment in line with their needs.
3. For external speakers, to discuss & agree any speaker fees (with due consultation from the HOEOCA Committee), mileage allowance and overnight accommodation required and arrange payment via the treasurer. To entertain speaker(s) to dinner (if required).
4. To introduce the speaker and arrange for a suitable second committee member (normally the Commodore) to propose our formal thanks.
5. To thank speaker and carry out any follow up actions agreed after the speaker evening.
6. To be the custodian of the club equipment and to ensure that it is present and set up as required for speaker evenings.
7. To update and maintain the speaker area of the club website (promoting forthcoming events and providing reviews of past speakers).

#### **GENERAL**

Committee members should be available to attend the majority of the monthly committee meetings which are normally held at 2000 on the last Thursday of any month (except December) as well as being generally supportive of club events. Additionally, in turn each committee member acts as a “Meeter Greeter” at a first Tuesday social.

General IT literacy is assumed although training will be given if you are required to update the area of the website assigned to your role.

An interest in and/or enthusiasm for sailing and your particular speciality is an advantage.

It is expected that all committee members will become directors of HOEOCA limited which is a Company Limited by Guarantee.