

Leicester u3a Speaker Policy

Monthly Meetings

In line with the principles of The Third Age Trust **Leicester u3a cannot pay a fee to speakers who are members of a u3a (Leicester or another u3a)**. It is, however, allowable to pay pre-agreed reasonable expenses to speakers, including u3a members.

For external speakers, the following should apply:

1. Speakers should cover a wide variety of topics, which are of general interest to all members.
2. The speaker's fee and expenses must be agreed beforehand, and the speaker finder must notify their CLP and Treasurer of the agreed fee.
3. The cost should then be reimbursed to the speaker through the u3as's accounts by either cheque or bank transfer and a receipt obtained.
4. An annual budget for payment of speakers will be set by the Committee which must not be exceeded.
It is however acceptable to have individual speakers' fees that are slightly more the average monthly fee if this offset by individual fees that are cheaper than the average fee.
5. The talk should not exceed 45 minutes plus brief time for questions.
6. If the Speaker wants to donate their fee to a nominated charity, then there are two methods are of achieving this.
 - a. The speaker is to be paid by a cheque or bank transfer made payable to them which they then donated to the relevant charity.
 - b. If recorded in advance, (see suggested wording below**), the fee can be paid direct to the nominated charity.
7. In all cases, it should be recorded in the account as "speaker fees."

Groups

1. Based on the Mutual Aid Policy the Third Age Trust is against having paid tutors. Groups cannot have regular speakers as these are 'tutors.'
2. A one-off external speaker's fee – only if payment is really necessary – and expenses should be agreed beforehand. The cost should then be reimbursed to the speaker through the group's accounts.
3. A receipt must be obtained. If the Speaker wants to donate their fee to a nominated charity, then they need to hand the value of the fee to the charity of their choice.

** Suggested Wording for Payments Direct to a charity:

From.....

Dear Leicester u3a Please pay the fee/expenses due to me as speaker at your u3a monthly meeting on to the following charity Being a donation paid on my behalf to that charity.

Signed Date

*Adopted April 2024
Next Review due April 2028*