



Type: guide	Northumbria Blood Bikes: Auxiliary Role Description – Speaker		
Owner:	Publicity Officer	Author:	Kirsty Lawrence
Approved:	2 <sup>nd</sup> April 2019	By:	Executive Committee
Doc Ref	AUX3202	Version	1.0

#### **A. Why do we need this guide**

This guide sets out the roles and responsibilities of a Speaker.

#### **B. Who is responsible for this guide**

The Publicity Officer of the group is responsible for the maintenance of this guide.

The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Speaker role must be familiar with the information in this guide.

#### **C. When will this guide be reviewed**

This guide will be reviewed a maximum of two years following its approval.

#### **D. How will changes be notified**

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Speaker role.

## **1. Aims of the Role**

- 1.1.** Speakers will assist the Publicity Officer with the promotion of our charity by delivered talks/presentations.

## **2. Who does this role report to**

- 2.1.** The Speaker reports to the Talks Coordinator.
- 2.2.** The Speaker may need to liaise with the Fleet Manager for vehicles for a talk.
- 2.3.** The Speaker needs to liaise with the Banking Assistants for income from talks to be suitably banked, recorded and acknowledged.

## **3. Responsibilities and Duties of the role**

- 3.1.** The Speaker will:
  - 3.1.1.** Undertake appropriate training in order to deliver talks.
  - 3.1.2.** Register on the events calendar to deliver a talk.
  - 3.1.3.** Liaise with the Talks Coordinator and other speakers to use the NBB provided equipment.
  - 3.1.4.** Work with other Talks Coordinator to ensure that all requests are managed and communicated with effectively.
  - 3.1.5.** Work with the Newsletter Editor and the Publicity Officer to ensure talks are acknowledged in the newsletter.
  - 3.1.6.** Work with the Banking Assistants to ensure that income from talks is suitably banked, recorded and acknowledged.

## **4. IT System Requirements**

- 4.1.** This role does not require additional access to ICT systems beyond that of a standard member.

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**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
March 2019	1.0	Kirsty Lawrence	First Version