

External Speaker Policy

Speakers may be u3a members or non-members.

u3a members will be fee free for talks. Non-member external speakers may receive pre-agreed fees and expenses. In both cases the talk should be informative or educational and should not be for commercial promotion or political.

Key Aspects of U3A Speaker Policies:

- **Member Speakers:** u3a members generally cannot be paid a fee for giving a talk, thus adhering to the self-help learning principle.
- **External (Non-Member) Speakers:** These speakers may receive a pre-agreed fee and expenses, but this must be negotiated in advance.
- **Expenses:** Reasonable, pre-agreed expenses can be paid to any speaker, including members.
- **Commercialism:** Speakers are prohibited from using their presentation to promote commercial products or services, or political views.
- **Charity Payments:** Waltham Abbey u3a, being a registered charity, generally avoids directly paying another charity on a speaker's behalf, preferring to pay the speaker who then makes their own donation.
- **Speaker Sourcing:** u3a provides a directory of member speakers, and members are encouraged to use this, ensuring they only contact speakers regarding listed talks. Waltham Abbey u3a as a member of East Herts Cluster may also swap speaker details within that circle. There is also a list of speakers on the Essex Network website.
- **Speaker contacting:** u3a members and external non members may contact Waltham Abbey u3a direct. The Speaker Co-ordinator must ensure that content of the talk is suitable meets the criteria.
- **Speaker costs:** The Waltham Abbey u3a Committee will review the costs of external speakers annually and set an appropriate annual amount to cover costs and expenses.

This policy was adopted on: 03.03.2026

Print name: Amanda Miles

Committee role: Chair

Policy review date: on or near 03.03 2027