SALTFORD COMMUNITY ASSOCIATION

Engaging External Speakers Policy.

Introduction

Saltford Community Association (SCA) values the contribution of external speakers in enriching our events and building upon our objectives. This policy outlines guidelines and procedures for engaging external speakers for our events, ensuring that their participation aligns with our objectives, values, and legal requirements. It applies to all trustees, volunteers, and members involved in event planning and speaker selection.

1. Objectives: The key objectives of the Engaging External Speakers at Charity Events Policy are to:

1.1. Promote diverse and inclusive representation among speakers.

1.2. Maintain professional standards and ethical conduct during events.

1.3. Comply with legal requirements and safeguard the SCA's reputation

2. Speaker Selection and Invitation:

2.1. External speakers should be chosen based on their expertise and a subject likely to be of interest to members.

2.2. The SCA aims to include diverse perspectives and backgrounds among external speakers to ensure a well-rounded and inclusive program.

3. Invitation Process:

3.1. Invitations should be extended in writing (email), clearly stating the event details, expectations, and if any honorarium or remuneration will be offered.

3.2. A timeline for response and confirmation should be provided, allowing sufficient time for logistical arrangements including booking a venue for the event.

3.3 The SCA will maintain open and clear communication with the speaker, providing event details, timings, logistics, and establish what any necessary support or resources may be required e.g. audio-visual requirements, and any other specific needs.

3.4. Following invitation, at a later stage when the speaker has accepted, and decided on the subject, they will be asked to provide a brief summary of the talk, which can be used for publicity. Confirmation should be sought for speaker's permission for its use.

3.5. Invitations should also advise that the SCA usually includes articles in our promotional material for all events – confirmations should be sought for speaker's permission to do so.

4. Reimbursement and Remuneration:

4.1. The society will reimburse reasonable travel expenses incurred by the speaker if required. To be agreed at the time of invitation.

4.2. Honorarium or remuneration, if applicable and agreed upon, should be set by the event organising committee chairman and agreed with the Treasurer.

5. Post-Event Evaluation:

5.1. Informal feedback will be sought from event attendees to judge the success or otherwise of the event and to inform future event planning and speaker selection processes

5.2. Speakers should be provided with an opportunity to provide feedback on their experience at the event, allowing for improving processes and to enhance speaker satisfaction.

Approved by the Trustees May 2025
Reviewed annually in February