



## External Speaker Policy

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

If the Speaker at any meeting wants to donate their fee to a nominated charity, they are to be paid by a cheque or bank transfer, made payable to them, which they can then personally donate to the charity.

Content must align with the u3a's values and comply with the law. Prohibited content includes hate speech, political bias, or inciting hatred or violence.

## Monthly Meetings

For external speakers, the following should apply:

1. An overall budget for payment of speakers will be set by the Committee. Within the budget, individual speakers' fees may be slightly more or less than the average monthly fee.
2. The speaker's fee and expenses must be agreed beforehand, and the member with responsibility for arranging speakers must notify the Treasurer of the agreed fee.
3. The talk should not exceed 1 hour plus brief time for questions.
4. Speakers should cover a wide variety of topics, of general interest to members.
5. The cost should then be reimbursed to the speaker through the u3a's accounts by either cheque or bank transfer.

## Groups

1. The Third Age Trust's the Mutual Aid Policy is against having paid tutors. Groups cannot have regular paid speakers as these are considered to be *tutors*.

2. A one-off external speaker's fee and expenses should be agreed beforehand. The cost should then be reimbursed to the speaker through the group's accounts.

This policy was adopted on: 08/01/2026

Review date: 1/2029