



HAWTHORN
UNIVERSITY OF THE THIRD AGE

Policy – External Speaker Recognition

Information for Convenors

U3A Hawthorn is a voluntary, non-profit membership organisation that aims to give older people low-cost educational opportunities that operate in a pleasant, supportive social setting. Tutors/convenors, external presenters, office bearers and volunteers all provide their services free - no-one in U3A Hawthorn is paid.

Presenters may be members or non-members of U3A Hawthorn who are invited by tutors/convenors/the course coordinator or members of sub committees to make a presentation on a specific topic. This may be a short 10 minute presentation in a discussion course, a full session presentation such as for the Readman series, Summer School, Armchair Travel, Health series, or for a one-off event, or a musical performance.

In accordance with the Code of Conduct all tutors, convenors and presenters are volunteers, and will not be paid.

However, we like to recognise the contribution of external speakers with a small gift.

The following policy was agreed by the Management Committee in 2023.

1. **Summer School** - each guest contributor (i.e. non-member of U3A Hawthorn) may be offered an appropriate gift voucher, to the value of \$50, as an expression of our gratitude.
2. **Speakers for ongoing courses** - The decision regarding recognition of speakers to an ongoing course such as Philosophy or Current Affairs is the responsibility of the class involved, with a token gift being sourced from members of the class. This is usually done through a levy on enrolled members.
3. **'Single session' speakers** – speakers invited to make a single session presentation, including Saturday Matinees, Derek Readman lectures, those presenting to a themed series such as the Health Series, Armchair Travel, Thursday afternoon speakers, should be offered a bottle of wine, if appropriate, or an equivalent gift, with funds being provided by U3A Hawthorn. The presentation should be made at the end of the session by the convenor of the session or his/her delegate.



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U3A Hawthorn gift cards and a range of wines and bags are available in the Office. If a gift card is required, please contact the Course Co-ordinator in advance so it can be purchased. Requests for gifts in Category 1 and 3 should be made in advance to the Course Co-ordinator who maintains a register of external presenters.

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Approved by Committee of Management:	Date: 11 October 2023