



yelabus External Speakers at Meetings Policy

Background

yelabus (“us”, “our”, “we”) wishes to give guidance for external speakers at our meetings.

Scope

This policy applies to all events organised by us that involve external speakers.

Objective

The objective is to ensure that contributions to our meetings are professional and respectful.

Guidance Statement

Speakers invited by us are expected to uphold the principles of promoting positive values, respect, and social responsibility and we reserve the right to address any breaches of this guideline to ensure the integrity of the charity.

Procedures

Step 1: Speaker Selection

We will select speakers for meetings based on their relevance to the purpose of the meeting and the potential impact of their involvement.

Step 2: Speaker Invitation

We will formally invite selected speakers, outlining the meeting's date, purpose, and expectations. Such invitations will include a clear request for confirmation and availability.

Step 3: Speaker Agreement

We will interpret an acceptance as confirmation that this policy will be followed.

Step 4: Event Management

Speakers are expected to act in a manner that aligns with our values and charity mission.

Step 5: Feedback and Evaluation

We may solicit feedback from attendees regarding external speakers which may be used to plan future meetings. Speakers will be thanked for their participation and provided with feedback if requested.

Step 7: Expenses

Expenses for external speakers, if applicable, will be processed and paid upon receipt of an invoice from the speaker concerned in line with our expenses policy.

This policy will be reviewed periodically to ensure its effectiveness.

Signed

Name: _____

K.R.W. Lithered

Date: _____

10/3/26

Chair of Trustees