



Engaging External Speakers at Charity Events Policy and Procedures

Policy Statement

Poole Bay Methodist Circuit (PBMC) is committed to maintaining the highest ethical standards. This policy provides guidance for engaging external speakers at charity events, in accordance with the UK Charity Commission's guidance.

Scope

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

Objective

The objective of this policy is to ensure that if PBMC were to engage an external speaker that they would conduct themselves professionally, respectfully, and in compliance with the UK Charity Commission and the Methodist Church/District/Circuit/Church guidelines/requirements.

Procedures

Step 1: Speaker Selection

1. Individuals selecting speakers for Circuit charity events will ensure they are chosen based on their relevance to the Church event.
2. They will be invited to speak at Church event where their expertise or experiences align with the Methodist Church mission.

Step 2: Speaker Invitation

1. PBMC will invite a selected speaker, outlining the event's date, purpose, and expectations.

Step 3: Speaker Agreement

1. Upon speaker acceptance, PBMC will outline the nature of the event, the speaker's role and the subject of the talk, remuneration (if applicable), and any other relevant terms.

Step 4: Event Management

1. PBMC will provide clear event guidelines to speakers, ensuring they understand the event's objectives and expected conduct.
2. Speakers will be expected to act in a manner that aligns with the Methodist values.

3. Speakers must agree not to include content that could lead to inciting hatred, unrest, offence, or political bias.
4. Speakers should act as role models and safeguard people. They should not encourage unhealthy lifestyles or conduct, including alcohol, drugs, or gambling.

Step 5: Feedback and Evaluation

1. Feedback will be considered for future event planning and speaker selection.

Step 6: Data Protection

1. PBMC will handle any personal data of external speakers in compliance with data protection laws.
2. Consent for the use of personal data will be obtained when required.

Step 7: Expenses and Remuneration

1. Expenses for external speakers, if applicable, will be processed in line with PBMC's Volunteer Expenses Policy.

Step 8: Review and Compliance

1. This policy will be reviewed periodically to ensure its effectiveness and alignment with the UK Charity Commission's guidance.

Last Review Date: 13.05.2025

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