# LINCOLNSHIRE FAMILY HISTORY SOCIETY (LFHS)

# Engaging External Speakers Policy

**Purpose and Scope**

The primary purpose of this policy is to protect LFHS from being used as a platform to spread extremist, discriminatory, or unlawful views. For the LFHS, its day-to-day practical value is in setting clear guidelines for branch programme secretaries regarding booking fees, handling audio/visual recording permissions, and managing hybrid or digital streaming links, such as Microsoft Teams.

LFHS regularly hosts guest speakers at main Society events and its branches to advance education in local, social, and family history. This policy ensures that all guest speakers are engaged professionally, transparently, and in complete alignment with Charity Commission guidance on protecting charities from reputational abuse.

**Speaker Selection and Due Diligence**

To safeguard the Society's reputation and charity status:

- **Relevance:** Speakers must be chosen based on their expertise, historical knowledge, and relevance to the genealogical or heritage mission of the Society.
- **Vetting Check**: Before formally booking an unfamiliar speaker, the organising branch committee or programme secretary must perform standard due diligence (e.g. verifying their topic summary, reviewing historical credentials, or checking references from other local heritage groups).
- **Prohibited Content:** Content presented at any LFHS event must not incite hatred, spread intolerance, promote illegal acts, or bring the Society into disrepute. Political bias and commercial self-promotion without prior authorization are strictly prohibited.

**Financial Agreements and Speaker Fees**

- **Pre-Agreed Terms:** All booking fees, honorariums, or travel expenses must be explicitly agreed upon in writing (via email) before the event takes place.
- **Society Members Exception:** In alignment with voluntary charity principles, active LFHS trustees or internal branch committee members cannot receive professional speaker fees for presentations, though they may claim standard out-of-pocket travel expenses under the Trustee Expenses Policy.
- **External Speaker Payments:** External speakers will be paid an agreed flat fee and/or standard mileage travel costs upon receipt of a simple invoice or expense claim.

**Digital Broadcasting, Recording, and Intellectual Property**

Because many LFHS branch meetings operate as hybrid sessions streamed to remote members:

- **Prior Consent:** Speakers must explicitly state whether or not they agree to have their presentation digitally streamed (via Microsoft Teams) or recorded.
- **Members Only Area:** Subject to explicit speaker permission, event recordings may be uploaded securely to the LFHS Members Only Area for a restricted viewing period.

- **Copyright:** The speaker retains full intellectual property rights over their presentation materials. No attendee or volunteer may copy or redistribute the presentation outside the official Society channels.

**Event Control and Right of Intervention**

The host branch committee retains ultimate authority over the venue space and digital stream. If a speaker deviates significantly from the agreed historical topic, promotes commercial products without consent, or uses discriminatory language, the hosting volunteer (or technical co-host) reserves the right to intervene, mute the microphone, or end the session early.

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**Appendix A: Quick Booking Procedure Template for Branch Secretaries**

Branch organizers should send this basic checklist text via email to every guest speaker upon booking:

**LFHS Guest Speaker Confirmation Checklist**

- **Topic and Summary:** Please reply with your talk title and a 2-3 sentence summary for our publicity leaflets and social media feeds.
- **Financials:** Please confirm your requested presentation fee (£_____) and any expected travel/mileage expenses.
- **Tech Setup:** Do you require the branch to provide a digital projector/screen, or will you bring your own laptop?
- **Hybrid Stream Consent:** Do you give consent for this talk to be securely streamed online to our remote members via Teams? [ YES / NO ]
- **Recording Consent:** Do you consent to this session being recorded and hosted on our password-protected Members Only Area for 14, 21, or 30 days*? [ YES / NO ] {*Delete as appropriate}

**Review of this Policy**

This policy will be reviewed annually by the Executive Committee at its first meeting following the Annual General Meeting. The Executive Committee may review and amend this policy at any time if changes in legislation, Charity Commission guidance, best practice, or the Society's circumstances make this necessary. The date of the most recent review will be recorded in the Committee minutes.

**Approved by the Executive Committee: 24 September 2026**
**Last reviewed: No reviews to date**
**Chairman: Colin Ashworth**
**Next review: First Committee meeting following the 2027 AGM**

## Email Checklist to send to a speaker

## ADAPT AS REQUIRED

Dear ,

Please check the following points before we finally confirm with you. If, in your experience, there are any points we have omitted, please advise.

Your talk is entitled _____.

The talk is about an hour in length and to be delivered over TEAMS with which you are familiar.

The talk is illustrated and you will share your screen.

The talk will commence at 19:30 with 'doors' opening between 19:00 and 19:10. Please confirm your 'ETA'.

Please confirm your requested presentation fee (£_____) and any expected travel/mileage expenses. Please also confirm when this is payable.

For in-person talks: Do you require the branch to provide a digital projector/screen, or will you bring your own laptop?

Do you consent to this session being recorded and hosted on our password-protected Members Only Area for 14, 21, or 30 days*? [ YES / NO ] {*Delete as appropriate}

Can you provide a mobile phone number in case there is a technical problem we need to discuss and cannot do so online?

Are you able to include a Q&A session at the end? [Session to end by 21:00 at the latest and probably before]

Is there a digital 'handout' with this talk?