

JOB OUTLINE FOR BUSINESS SECRETARY

Purpose

The Post Holder is responsible for such administrative tasks as are deemed necessary for the efficient management of Beccles U3A.

He/she will be a member of the Executive Committee.

Responsibilities

The Post Holder will:

1. Compile, in consultation with the Chairman, the agenda for meetings of the Executive Committee (the Committee).
2. Send, in advance of the meeting, a copy of the agenda and associated papers to all members of the Committee.
3. Be the main point of contact with the National Office and Regional Officer
4. Deal with correspondence to, from and within Beccles U3A.
5. Send any appropriate information to the Editor for inclusion in the Newsletter and the Webmaster for inclusion on the Website.
6. Maintain master copies of the Job Outlines for posts approved by the Executive Committee.
7. Confirm eligibility of a committee member for re-election.
8. Confirm with Executive Committee any amendments to the Constitution.
9. Update list of officers, committee members with names, addresses, telephone numbers and email addresses for circulation.
10. Complete such administrative tasks as may reasonably be requested by the Executive Committee.

March 2015