

# **Bishop's Cleeve U3A**

## **Job Description: Secretary**

### **Immediate action:**

- To inform National office and Cotswold Link of new Officers' details.
- To produce updated list of committee members and other roles.
- To update name badges.
- To update emergency cover for main hall, if needed.

### **Committee meetings** (First Friday of month 10.45 am):

- To prepare (in liaison with the Chair) and send out agenda at least a week in advance.
- To prepare, if necessary, own report for committee meetings and send out a few days in advance.
- To proof read Minutes when sent from Minutes secretary, to notify her/him of corrections needed, & to circulate finalised version to committee members. To print out final version of Minutes and take to next meeting for signing by Chair, then file.
- To carry out any actions as required in the Minutes.

### **Monthly Open Meetings** (Third Monday of month 2.15 pm)

- To ensure that any relevant announcements are made (not already circulated via Beacon).

### **Annual General Meeting** (Third Monday of November):

- To collect nominations for committee members.
- To prepare an Agenda and email this and statement of accounts to members at least two weeks in advance
- To email previous year's Minutes to members on request, or otherwise with the AGM agenda.
- To print an agreed number of Agendas and Minutes for the meeting itself.

### **Clarion Newsletter:**

- To prepare and submit report for Clarion by agreed deadline with Clarion Editor once every two months.
- Send out pdf copy to nearby Cotswold Link members as requested.

### **General:**

- To prepare an annual diary for committee
- To ensure a Minutes secretary is available for all committee meetings and AGM.
- To update policy file updated as necessary.
- To keep committee and membership informed of relevant information through email, Clarion and open meeting announcements.
- With the committee, to give assistance when/where requested with ideas or initiatives raised by any member or Group Leader.
- To act in the best interest of the U3A group as a whole; undertaking duties in a way most achievable in the view of the officer in place.

- To act in a manner mindful of the legal requirements of the Third Age Trust in its capacity as a Registered Charity.

**Maintain filing system:**

- To keep electronic copies of all information, minutes etc.
- To keep hard copies of minutes, Cotswold Link updates, insurance details, policies, constitution.

**National Conference, AGM and Summer Schools:**

- To disseminate material from the Third Age Trust & other bodies as is appropriate to the specific material.