

Doc **Secretary Role Description**Date **00/00/00**Ref **U3A-KMS-DOC-065**Review **00/00/00**

Secretary Role Description

1. Document control

1.1. Approval

Date approved	00/00/00
Approved by	0

1.2. Version history

Version	Date	Author	Change summary
1	00/00/00	0	0

2. Introduction

2.1. Purpose

To outline the role and responsibilities of a Secretary, sometimes referred to as a Business Secretary

2.2. Scope

Relevant to all U3As

2.3. Related documentation

U3A-KMS-DOC-052 Trustee induction

U3A-KMS-DOC-064 Chair Role Description

U3A-KMS-DOC-066 Treasurer Role Description

U3A-KMS-DOC-067 Vice Chair Role Description

U3A-KMS-DOC-068 Membership Secretary Role Description

U3A-KMS-DOC-069 Group Coordinator Role Description

3. Role summary

- To support the Chair in ensuring the smooth running of the board of Trustees (the committee).
- To take overall responsibility for the day to day administration of the U3A.
- To deal with all correspondence and the circulation of information.
- To ensure meetings are effectively organised and minuted.
- To maintain effective records.
- To act as an information and reference point for all members of the committee.

4. Main responsibilities

Please note

- The specific tasks listed below are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.

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- Some U3As may decide to delegate some of these tasks to other members of the committee e.g. a Minutes Secretary.

4.1. Organisation of meetings

- To book venues for committee meetings, AGMs and any other business meetings.
- To receive agenda items from committee members.
- To monitor the progress of decisions and agreed actions from the previous meeting/meetings
- To liaise with the chair to compile committee meeting agendas and agree supporting paperwork and to circulate with the draft minutes in good time.
- To ensure a quorum is present at each committee meeting.
- To ensure the minutes of the previous committee meeting are approved.
- To ensure any queries/comments/complaints from members are considered by the committee.
- To record all decisions made and policies agreed in a 'policy and procedure' notebook.
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.
- To assist the Chair with the production of the annual report for presentation at the AGM.
- To help to organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.
- To take minutes at business meetings.
- To book the venue for and organise monthly meetings.

4.2. General administration

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by National Office.
- To ensure any mailings or information from National Office are disseminated to the committee - as required.
- To liaise with trustees to complete and return administrative documents from National Office and from the charity regulatory authorities, if applicable.
- To notify National Office of all relevant changes on the committee.
- To maintain a file of accident reports.
- To renew CLA licence and PVSL licence, if required.
- To be responsible for ordering stationery, promotional materials and merchandise from National Office.
- To contact National Office with insurance queries or potential claims.
- To assist the Chair with the production of the annual report for the AGM.
- To organise required maintenance or testing of U3A equipment.

4.3. Correspondence

- To respond to incoming correspondence, consulting with the committee where necessary.
- To write letters on behalf of the U3A as directed by the committee.
- To keep a log of all incoming and outgoing correspondence for committee perusal.

4.4. Maintenance of records

- To act as the custodian of the U3A's constitution and the relevant policies and procedures.
- To develop an efficient and secure system for storing U3A information.
- To compile lists of voluntary and community organisations, educational establishments, local media etc that the U3A may wish to establish links with.
- To maintain an archive of important documents e.g. AGM minutes, annual reports, past committee meeting minutes – as agreed.
- To keep records of the U3A's activities and publications for reporting at the AGM.

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4.5. Dissemination of information

- To receive mailings from the National Office and to communicate the information to the members of the committee and U3A members as appropriate, using all available means.
- To publicise an accessible diary of all meetings and events, local, regional and national.
- To make approved committee meeting minutes available to any U3A member who requests them and/or make them available via the U3A website.

5. Other

- To carry out a comprehensive handover to a new Secretary when applicable.