

EXETER U3A

GENERAL SECRETARY'S ROLE & RESPONSIBILITIES

The General Secretary is an officer of the Committee and a Trustee of the Exeter U3A and can serve in this capacity for a period of up to five years consecutively, if re-elected.

The secretary attends committee meetings and supports the activities of the Exeter U3A and the Third Age Trust in accordance with the constitution and its described aims and objectives.

Specific Tasks

1. **Committee Meetings**

Book venue for committee meetings.

Advise Treasurer of bookings.

Keep committee informed of dates and times of meetings.

Supply agenda as agreed with the Chair.

Report relevant items of correspondence received and sent.

2. **Monthly Meetings**

Keep noticeboards up-to-date with relevant information for display at monthly general meetings.

Supply additional items for the rolling notices.

3. **AGM**

Make all necessary arrangements for the AGM.

Ensure that notice of the date and venue of the meeting are communicated to all members via the January Newsletter. All members should receive, with this, a copy of previous AGM minutes,

Nomination forms for the Election of Officers and Committee Members.

Advise that any items for inclusion in the agenda must be submitted to the Secretary by the end of February.

Agenda for the AGM to be available at time of meeting.

Arrange for minutes to be taken.

4. **U3A Trust**

Make regular returns to the U3A Trust as may be required.

5. **Information Sharing**

Inform U3A members, via the Newsletter, of events and Shared Learning Projects forwarded by the Third Age Trust.

Forward relevant information from the Third Age Trust, the website and any other relevant source to appropriate Group Coordinators.

6. **Be a joint signatory of cheques.**

7. **Monitor hiring of paid for venues by groups.**

June

2017