

## Role description – Minutes Secretary

### of Exmouth and District u3a

Reg. Charity number: 1165438

#### 1. Document purpose

To outline the role and responsibilities of a Minutes Secretary.

#### 2. Role summary

2.1 To attend and write minutes or notes for all committee meetings, AGMs and other meetings requiring records.

#### 3. Responsibilities

- 3.1. To liaise with the Chair and Secretary as appropriate.
- 3.2. To work with the chairs of meetings to decide what should be recorded.
- 3.3. To send out agendas in a timely fashion.
- 3.4. To receive reports from committee members.
- 3.3. To write minutes and send the draft to the chair of that meeting for confirmation/alterations and then distribute the drafts to the relevant members.
- 3.4. At the next meeting make any alterations decided by the committee and send a signed copy to the Chair, Secretary and Website Manager

#### 4. Maintenance of records

- 4.1. In liaison with the Secretary to maintain an archive of important documents, e.g., AGM minutes and committee meetings.
- 4.2. In liaison with the Secretary to make approved committee meeting minutes available to any u3a member who requests them and/or make them available via the u3a website.

#### 5. Skills Set

- 4.1. Competency in creating documents
- 4.2. Competency in using video conferencing such as 'Zoom' as appropriate.

#### 6. On completion

- To carry out a comprehensive handover to the new Minutes Secretary

#### Review

- This role description was approved by Exmouth and District Committee on 7th February 2023
- **Next review: February 2026 or earlier as appropriate.**