

Role description – Secretary of Exmouth and District u3a

NB For the purposes of this document 'u3a' refers to Exmouth and District u3a.
Reg. Charity Number: 1165438

1. Document purpose

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

2. 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. (This may be carried out by a separate Minutes Secretary).
- To maintain effective records.
- To act as an information and reference point for all members of the committee.

3. Main responsibilities

Please note, the specific tasks listed below are in addition to the statutory requirements and responsibilities of trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies. Exmouth and District u3a may decide to delegate some of these tasks to other members of the committee e.g. the Minutes Secretary.

3.1. 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 that are made and all policies that are agreed, informing the committee in good time for any renewal of policies.
- 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.

3.2. General administration

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by u3a Office.
- To ensure any mailings or information from u3a Office are disseminated to the committee - as required.
- To liaise with trustees to complete and return administrative documents from u3a Office and from the charity regulatory authorities, if applicable.
- To notify u3a Office of all relevant changes on the committee.
- To maintain a file of accident reports.
- To renew the Copyright Licencing Agency CLA licence, if required.
- To be responsible for ordering stationery, promotional materials and merchandise from u3a Office.
- To contact u3a 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.

3.3. Correspondence

- To respond to incoming correspondence, consulting with the committee where necessary.
- To write letters/e-mails on behalf of the u3a as directed by the committee.
- To keep a log of all incoming and outgoing correspondence for committee perusal.

3.4. 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.

3.5. Dissemination of information

- Keep the Chair well informed – correspondence is often addressed to the Secretary.
- To receive mailings from the u3a 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.
- Ensure video conferencing details are relayed to committee members, other members and external speakers/presenters as appropriate.
- To ensure any queries/comments/complaints from members are considered by the committee as appropriate.
- Generally support, and liaise with, other committee members in the efficient and effective management of Exmouth & District u3a.

3.6. On completion

- To carry out a comprehensive handover to the new Secretary

3.7. Review

- This role description was approved by Exmouth and District Committee on 7th February 2023 and replaces the Secretary's role description of March 2021
- **Next review: February 2026 or earlier as appropriate.**

u3a	Doc u3a KMS-DOC-065– Role description - Secretary	The Third Age Trust
Version	Description of changes	Date
2.0	Updated formatting, removal of reference to PSVL (no longer offered)	18/11/2021