

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.

The Chair and the Secretary need to be able to work well together and agree upon a course of action. Mutual trust is essential.

Personal requirements:

- A good organiser
- Systematic
- Diplomatic and approachable
- A clear thinker
- Calm

Tasks:

1. Committee meetings

- To receive agenda items from committee members.
- Liaise with the Chair in preparing the Agenda and send out with appropriate documentation to committee members in good time for the meeting.
- Write Secretary's Report and circulate prior to the meeting
- Write Minutes of meetings and Action Sheet, obtain approval for these from the Committee. Arrange signature for the approved Minutes. Send copy to the Chair and ensure that approved versions are placed on the website.
- Convey decisions taken to people who may be required to take action.
- Update and disseminate policy notes and other information for members.
- Advise on the terms of the Constitution, policy notes etc.

2. AGM

- Follow the procedure in the Constitution for advertising the AGM.
- Prepare and circulate the agenda and other information.
- Accept and check Nominations for Committee Roles.
- Determine whether the meeting is quorate prior to the start of the meeting.
- Assist the Chair with the running of the meeting.
- Prepare minutes for approval and place draft minutes on the website.

3. Third Age Trust (TAT) and Devon Link groups

- Notify TAT about committee changes
- Inform committee members of relevant TAT policies, advice, training courses etc.
- Act as a contact for the Link groups.

- To contact National Office with insurance queries or potential claims.

4. Accommodation

- Book the venue for the monthly meetings.
- Arrange accommodation for committee meetings.

5. Induction

- Assist the Chair with the induction of new Committee members including explaining the role of Trustees.
- Provide all committee members with a folder of relevant information and update periodically.

6. Equipment

- Act as the link with the equipment officer.
- Arrange for PAT testing each year.

7. Correspondence and records

- Respond to incoming correspondence, consulting with the committee where necessary.
- Maintain a file of correspondence.
- Keep historic records of committee meetings, documents etc.
- To maintain a file of accident reports.

8. Support

- Host and monitor Zoom Committee Meetings and members Talks and meetings with an external Speaker. Ensure that Zoom links are provided to Speakers.
- Keep the Chair well informed – correspondence is often addressed to the Secretary
- Generally support, and liaise with, other committee members in the efficient and effective management of Exmouth & District u3a.
- To ensure any queries/comments/complaints from members are considered by the committee.

Ian McLauchlin, Secretary

23feb21

Date Approved by the Committee	2mar21
Date For Review	1 year hence