

## Secretary

The Secretary is usually the committee organiser and more often than not, the person most involved in the practical running of the U3A. He/she keeps the wheels of the organisation turning. The Chairman and the Secretary need to be able to work well together and agree upon a course of action. Mutual trust is essential. The Secretary can be the committee scribe but a non-committee Minutes Secretary has been found by U3As to be a very useful appointment, providing confidentiality is maintained.

He/she needs to be:

A good organiser.

Systematic.

Diplomatic and approachable.

A clear thinker.

Calm.

Tasks:

To keep the Chairman well informed as correspondence is often addressed to the Secretary.

To construct the agenda for the meetings with the Chairman.

To send out agendas with relevant discussion papers in good time.

To arrange venues and equipment as required.

To take spare copies of the papers.

To ensure the meeting is quorate (check your constitution).

To convey decisions taken to the people who may be required to take action.

To take action as required following the meeting.

To deal with correspondence following discussion with the Chairman.

To maintain full and accurate files including minutes.

To be the point of contact and reference between meetings.

To be the link with the National Office and to ensure that information is relayed to the committee and passed on to the membership.

If no Minutes Secretary exists, to take fair and accurate minutes of the meeting and, having agreed them with the Chairman, circulate them to the committee for approval at the next committee meeting.