

## **u3a Guernsey**

### **SECRETARY Terms of Reference**

#### **PURPOSE**

To support the Chair of the Executive Committee and u3a Guernsey through liaisons locally and with the u3a Office (formerly known as the National Office)

#### **ROLE SUMMARY**

- To support the Chair in ensuring the smooth running of the Executive Committee.
- To take overall responsibility for the day-to-day administration of u3a Guernsey.
- 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 Executive Committee.

#### **MAIN RESPONSIBILITIES**

1. Facilitate good governance through the u3a Guernsey Constitution and regulatory requirements both in Guernsey and the u3a Office.
2. Communicate with the Executive Committee and Sub-Committees with any relevant information either local or through the u3a Office.
3. Draft Agenda for Executive meetings and forward to Chair for review, then circulate to the Executive Committee in a timely manner before the Executive meeting.
4. Facilitate or take Minutes of the Executive Committee meeting, forward a draft to the Chair and, on approval, circulate to the Executive Committee. Ensure previous minutes are signed by the Chair and copies kept.
5. Communicate Trustee responsibilities to new members of the Executive Committee.
6. Keep a record of insurances and licences and ensure renewal as needed.
7. Keep informed of Sub-group meetings and attend if invited.
8. Call AGM date 28 days prior to AGM date, producing/circulating, in conjunction with the Chair, the AGM Notice, any changes to u3a Guernsey Constitution, Nomination Form to all Guernsey members and receive nominations for officers and Committee members, with a deadline for receipt of Nomination forms and questions for AGM.
9. Draw up AGM agenda in conjunction with the Chair and circulate to u3a Guernsey members 21 days before AGM also notifying of access via Website of the Form of Proxy and last year's Minutes. Receive Forms of Proxy 7 days prior to the AGM by post or email.
10. Facilitate or take Minute for AGM.
11. Ensure Executive Committee has the opportunity to select a delegate for the National u3a AGM in UK and uses its vote either by post, electronic voting or sending a delegate for the National AGM.
12. Advise all appropriate bodies of any changes in the Officers of the Executive Committee including Charity Commission and Guernsey Registry.
13. Remind Trustees of confidentiality of the Committee discussions and ensure u3a Guernsey adheres to principles of general data protection.
14. Review Terms of Reference for Officers and Executive Members prior to appointment of new Officers/Executive Members or periodically as thought fit by the Executive Committee.
15. Answer emails sent to [u3aguernsey.secretary@gmail.com](mailto:u3aguernsey.secretary@gmail.com).
16. Carry out a comprehensive handover to a new Secretary.

**These Terms of Reference will be reviewed as per Clause 14 and any alterations submitted to the Committee.**

**Approved by the Executive Committee 2 August 2022**