



## **HASTINGS & ROTHER U3A**

### **BUSINESS SECRETARY**

### **DUTIES AND RESPONSIBILITIES**

To support the Chair in the smooth functioning of the management committee through good communication both within and without the organisation and ensuring compliance with the constitution, charity law, etc. This is achieved by: -

1. Being a reference point for the committee, the membership, the Third Age Trust (TAT) and other external bodies.
2. Responding to all correspondence.
3. Notifying any changes of committee membership to the TAT, Charity Commission and other external bodies as necessary. Maintaining up to date lists of committee members, volunteer group conveners and members for internal information.
4. Support the induction of new trustees and complete legal Charity Commission Forms
5. Arranging the circulation of appropriate TAT notices including their Business Mailings and similar information, to the committee and, as appropriate, to the membership through the newsletter, on the website, via email, or on the monthly notice boards (electronic and hard copy) as applicable.
6. Bringing members' queries to the attention of the committee.
7. Acting as custodian of the governing documents including Hastings & Rother U3A Local File. These include Hastings & Rother U3A's Constitution; the Objects and Principles of the TAT; Insurance and licence certificates: advice sheets and other documents.
8. Assisting in the organisation of the AGM and ensuring elections are in line with stipulated procedures.

Ken Saunders, January 2020