



## **HASTINGS & ROTHER U3A**

### **MINUTES SECRETARY**

### **DUTIES AND RESPONSIBILITIES**

To ensure meetings of the committee are effectively organised, documented and a record maintained. This is achieved by: -

1. Maintaining an up-to-date contact list of all committee members and volunteers.
2. Receiving agenda items from committee members.
3. Liaising with the Chair to plan and finalise the agenda.
4. Circulating the agenda, 7 – 10 days ahead of the meeting, with a copy of the minutes of the previous meeting plus any reports.
5. Receiving apologies for committee members unable to attend.
6. Attending the committee meeting and taking contemporaneous notes, recording decisions made and actions agreed, as well as noting any items to be included on the agenda of future meetings.
7. Circulating the minutes, normally within one week of the meeting.
8. Ensuring any member not present is notified of dates of future meetings.
9. Sending a copy of the approved minutes to the Website Administrator for posting on the website.
10. Notifying the membership (newsletter, email & noticeboards) of the date, venue and time of the AGM.
11. Requesting nominations for committee vacancies, and any motions for discussion at the AGM, properly proposed and seconded, to be received no later than 14 days before the AGM.
12. Maintain an electronic and paper file of all minutes.

Lorna Couldrick, April 2017