



## LEIGH & DISTRICT U3A

### JOB DESCRIPTION FOR SECRETARY

#### DUTIES & RESPONSIBILITIES

The Secretary's role is a critical role largely involved with the practical day-to-day running of the U3A. It is definitely not a female only role! The Secretary works closely with the Chair in relation to many of the duties. Specifically these are:

- The Secretary is the main contact for the Committee both in relation to email and post. A significant part of this is National Office material and also Regional Network communications. It is important that the Chair is kept informed of these, and where necessary other Committee Members and Group Facilitators.
- The Secretary is responsible for liaising with the Chair to produce the final documents, when needed, for the use of the Committee. These include:
  - The Agenda, which must be circulated to the Committee prior to the monthly meeting.
  - The Minutes of each Committee Meeting, provided in good time for the 'true copy' to be agreed and signed by the Chair. A copy of the Minutes is to be sent to each Committee Member by electronic mail, and a paper copy sent to those without computers.
  - Documents received from National Office and Regional Network etc. that need to be photocopied for distribution to Committee Members.
  - All documents relevant to the AGM.
- The Secretary will maintain a record of all Agendas and Minutes, which must be available for inspection by any member who wishes it. A file is to be kept of paperwork received from National Office and Regional Network and other paper copy such as compliance statements.
- Update the Annual trustee report in liaison with the Treasurer and Membership Secretary.
- Deal with correspondence following discussion with Chair.
- Keep an inventory of all equipment, including its location.
- In collaboration with the Treasurer and the Membership Secretary, ensure that the annual return to the Third Age Trust is completed accurately.
- Keep National Office up to date with details of 'office bearers'.
- Take any action required following Committee meetings or inform other individuals of any action required of them.
- Obtain materials from National Office when required.
- Attend bi-monthly social meetings at the Miners Club. The Secretary will take an active role at the meetings as an essential part of the Committee.
- Attend monthly Committee meetings at the Miners' Club.
- Liaise with other outside bodies on a variety of issues.

- Liaise with Una at the Miners in relation to specific issues that might arise.
- Assist the Chair with the AGM, and take Minutes.
- Where possible accompany the Chair to events and meetings arranged by the regional/national/networks of the U3A as a fellow official.
- Be aware of the roles of other members of the Committee.