

SECRETARY

GENERIC RESPONSIBILITIES *(role of the trustee):*

- Ensure that the organisation complies with its governing document, charity laws and any other relevant legislation or regulation
- Safeguard and promote the values and aims of the U3A
- Ensure that the organisation pursues its objectives as set out in the Constitution
- Ensure that the organisation uses its resources effectively and exclusively in pursuance of these objectives
- Ensure the organisation operates in an effective and accountable manner
- Contribute actively to the development and implementation of organisational strategy and the evaluation of its effectiveness
- Work effectively with other committee members in the best interests of the U3A
- Take collective responsibility for all Committee decisions
- Behave with integrity and be open and accountable

SPECIFIC RESPONSIBILITIES

- Prepare and distribute Committee Meeting Agenda to Committee Members after approval by Chair.
- Produce and circulate Secretary's Report to Committee prior to meeting
- Attend Committee Meetings, taking minutes for distribution to Committee following approval of Chair and ensure Chair signs agreed minutes of previous meeting
- With the Chair, ensure that Policies and Procedures applicable to our U3A are up to date and relevant
- Forward information received to relevant people
- Display relevant information at Monthly meetings together with the Minutes file.
- Raise Booking Forms for meeting rooms at WLBC and email room bookings to other venues used as requested. Liaise with WLBC and others with regard to required room layout/number of attendees and any other matters raised by the Committee
- Email monthly room costs to the Treasurer prior to the General Meeting
- Deliver room bookings cheques and obtain receipts for Treasurer
- Deal with general Leigh U3A correspondence
- Attend Southend Borough U3A meetings and maintain and distribute up to date Contacts list to all local U3A Secretaries
- Maintain Committee Information file of important documentation and information for future reference
- Advise Third Age Trust and Eastern Region of any change in Committee Members and/or contact details