

Role description – Secretary

Responsibilities

1. Carry out duties as trustee representative vis-à-vis the Charity Commissioners, including completion of the Annual Return.
2. Act as point of contact for the Third Age Trust, including completion of the Annual Return.
3. Maintain files of reference material e.g. Constitution, Accounts, Minutes, Insurance docs, various master copies etc.
4. To act as Trustee for the charity

Activities

1. To prepare and circulate agenda, minutes and other papers for committee meetings after consultation with the Chair.
2. Prepare papers for AGM
3. Circulate relevant papers from the Third Age trust and Charity Commission as necessary
4. General correspondence as required.

Interactions

1. To ensure information relating to Lewes U3A is kept up-to-date with reference to the Third Age Trust and the Charity Commission
2. To keep the Chair informed of actions required by external bodies

Skill set

1. IT literate
2. Detailed knowledge of how U3A works