

## ROLE DESCRIPTION – BUSINESS SECRETARY

Rev 02

<b>Role Title:</b>	Business Secretary
<b>Role Overview:</b>	The Business Secretary is an Officer on the Executive Committee of the London Region of U3As, which is a network of all U3As in the London Region. LRU3A is a registered charity and all Committee members are Trustees.
<b>Role Objective:</b>	To support the Chair in ensuring the smooth running of the Executive Committee. Responsible for the day to day administration, effective organisation, and minuting of meetings, dissemination of information as appropriate, maintenance of effective records.
<b>Tenure:</b>	Elected at the Annual General Meeting for up to 6 years.
<b>Main Tasks:</b> <ol style="list-style-type: none"> <li>1. To help produce the agendas of Executive Committee meetings, collect relevant reports and papers for dissemination with the Agenda to all concerned in good time for each meeting. Participate in Committee meetings, produce and disseminate the Minutes, and file copies centrally for permanent retention.</li> <li>2. To help produce the agendas for Delegate meetings, collect relevant reports and papers for dissemination with the Agenda to all concerned in good time for each meeting. Attend Delegate meetings, produce and disseminate the Minutes, and file copies centrally for at least 6 years (preferably permanently as archival records).</li> <li>3. Maintenance of other records in the shared filing system as agreed with LRU3A Officers.</li> <li>4. To act as the main contact for Third Age Trust mailings and other communications and disseminate as appropriate to the Committee.</li> <li>5. The role has a generic email address: <a href="mailto:secretary.londonregionu3a@gmail.com">secretary.londonregionu3a@gmail.com</a></li> <li>6. Emails can be sent directly to this address or via the Contacts Page of the website, and the emails will be forwarded to the post-holder's private email address.</li> <li>7. <b>Ensure LRU3A stays compliant with requirements of the Charity Commission.</b></li> <li>8. <b>Apply the induction process of all new LRU3A trustees.</b></li> </ol>	
<b>Other possible activities:</b> <p>There is scope for further development of the role e.g.</p> <ol style="list-style-type: none"> <li>1. Committee members often assist with events and sub-committee activities such as workshops, the Summer School, study days, and peer networking groups.</li> <li>2. <b>Ensure LRU3A compliance with requirements of The Third Age Trust.</b></li> </ol>	
<b>Helpful qualities and abilities specific to post:</b> <ol style="list-style-type: none"> <li>1. Good communicator, organiser and team worker</li> <li>2. IT skills – Word; email; Internet; videoconferencing</li> </ol>	