

U3A Role Description

BUSINESS SECRETARY

The role of the Business Secretary is to support the Chair by ensuring the smooth functioning of the management committee

ROLE DESCRIPTION

Preparing the agenda with the Chair

Making all arrangements for committee meetings (booking room, if necessary)

Ensuring that the minutes are signed by the Chair

Checking that a quorum is present

Circulating agendas, minutes and papers

Receiving agenda items from committee members

Checking that actions agreed at meeting have been carried out by members

Circulating LE&D U3A members with agendas and minutes of the AGM and any special or extraordinary meetings

Receive and disseminate to committee members any correspondence including that from the Third Age Trust. Extract relevant information & transfer onto notices for boards

Receive and disseminate as appropriate information from Derbyshire Network

Ensuring all licences are up to date

Ensure all relevant forms are revised and updated as appropriate and at least once a year.

Keep Committee list up to date and circulate as appropriate to committee members

Update badge information and supply to appropriate committee members

Liaise with appropriate committee member to provide relevant documentation for Friday Coffee mornings.

Maintain files of historic information as appropriate