

Business Secretary Role Description

- Together with the Chairman, set Agenda for committee meetings, taking due account of any committee members' suggestions, and circulate it to members together with any documents to be discussed.
Take spare copies of the agenda and any documents to the meeting.
- Take the minutes of committee meetings, ad hoc meetings, and the AGM. After agreeing them with the Chairman, circulate copies to committee members in a timely manner.
- Keep the Chairman informed of any correspondence and other matters and with the approval of the Chairman and/or the committee as appropriate respond to these as needed.
- Circulate correspondence and other items of interest to committee members on a regular and timely basis.
- Follow up Action Points from meetings as required.
- Maintain full and accurate files.
- Be the point of contact with the National and Regional u3a's.

May 2022