



Job Description – Secretary

Responsibilities:

Receive correspondence from the Third Age Trust and Northants network and distribute it appropriately, e.g. to Committee members, Group Leaders.

Answer queries received via the website.

Distribute agenda and take minutes of Committee meetings.

Keep records of all Committee meetings.

Keep insurance cover notes and licences, ensuring they are kept up to date.

Keep and update accident book.

Send out notice of AGM to all members

Receive nominations for committee, prior to the AGM

Oversee election of officers at AGM

Book venues for meetings.

Works with:

Chair

Committee members

Tasks;

Attend committee meetings and take minutes

Distribute minutes to committee

Deal with correspondence from Third Age Trust and Northants network

Contact u3a National Office with any queries

Send letters from committee, e.g. letters of thanks, answering complaints etc.

Purchase products as necessary from u3a National Office.