

<b>u3a Oldham</b>	<b>Doc.Ref. OLD -002 issue 1</b>
<b>SECRETARY ROLE DESCRIPTION</b>	<b>04/05/2021</b>

#### **Related Third age trust documents.**

Secretary role description	U3A – KMS- DOC-065
Chair role description	U3A – KMS -DOC-064
Vice Chair role	U3A - KMS- DOC -067

#### **Roles and responsibilities.**

##### **General**

To support the Chair in ensuring the smooth running of the committee.

To deal with correspondence and the circulation of information.

To ensure meetings are effectively organised and minuted.

To maintain effective records, legal requirements, governing documents, charity commission, constitution, committee and AGM.

To act as an information and reference point for all members.

##### **1.1 Committee Meetings.**

To plan the meeting agenda in advance with the Chair and agree on any papers to be circulated with it.

Create secretary's report.

- Book Lees Library for committee meetings.
- Compile committee meeting minutes circulate and have them signed by the chair after they have been accepted by the committee.
- Compile new committee member packs.
- Arrange Induction dates for new committee members with the other officers.
- Ensure that the Committee approve annual accounts at the May committee meeting.

##### **1.2 General Monthly Meetings.**

- Take the blue file (minutes of committee meetings) available for all members to view.
- Put relevant notices on the notice board, e.g. from the U3A Manchester Network.
- Provide General Support.

##### **1.3 Annual General Meeting (AGM)**

- Produce a notice giving details of the venue, date and timing of the AGM to send to all members.
- Request in good time, from members, nominations for any committee vacancies and any proposed motions.
- Prepare a detailed agenda including all relevant paperwork (including a statement of accounts, details of motions and candidates for election, previous AGM minutes if not previously circulated), and circulate to all members at least 21 days before the AGM.

<b>u3a Oldham</b>	<b>Doc.Ref. OLD -002 issue 1</b>
<b>SECRETARY ROLE DESCRIPTION</b>	<b>04/05/2021</b>

#### **1.4 General Administration.**

- Order diaries in August and memorabilia to have on sale at open meetings.
- Order U3A leaflets etc as required by Welcomers.
- Contact the webmaster with any information that should go on the website such as Committee Meeting minutes.
- Update the blue file with signed minutes etc. which is made available to all members at the monthly meetings.
- Send sympathy & get-well cards as appropriate.

#### **1.5 On completion**

**Carry out informed comprehensive handover to new secretary.**