



Role of Business Secretary Approved by Committee 03/02/2022

The role of Business Secretary (Bus Sec) is a responsible position for Olton and District u3a. The Bus Sec will work with other officers to ensure the continued success of Olton and District u3a.

The Bus Sec together with the Chairperson and Vice Chair will decide on an agenda and the relevant importance of items on the agenda for all meetings, and be aware of any decisions that are required. The following lists the main functions of the Bus Sec:

Regular routine responsibilities

- Prepare & circulate agenda & related documents prior to committee meetings
- Check and circulate minutes of committee meetings

Occasional responsibilities

- Receive & circulate reports of sub-committees or working groups, other meetings, and office mailings or correspondence from the Third Age Trust, or from other third parties as appropriate
- Production and distribution of u3a name badges for committee members, facilitators, and general membership.

Annual responsibilities

- Update annual report and list of Trustees after each AGM on the Charity Commission website and safeguard password.
- Distribute AGM notices and paperwork at the appropriate time
- Keep copies of insurance certificates and licences
- Maintain and update procedures for room hire including Wi-Fi where appropriate.
- Send membership fee and maximum number of members to the National Office. Submit changes in officers to the Third Age Trust and Regional Trustee

Very occasional – usually bi-annual or less

- Maintain and circulate the Policy and Procedures documents
- Enable continuity for the position of Business Secretary at the end of the Business Secretary's term of office

