

PAISLEY & DISTRICT U3A

Business Secretary – Role and Responsibilities

In outline, the Business Secretary is concerned with communication, continuity and the effective running of the U3A, supporting the Chair and other officers.

1. Provides general contact point.
 - a) Respond to enquiries or, where appropriate, pass to another member of the committee.
 - b) Respond on behalf of the committee for outside services rendered.
2. Is contact for Third Age Trust, receiving regular mailings on U3A published materials and activities.
3. Encourages and develops cooperation with other U3As.
4. Is involved in resolving any legal, constitutional or charity concerns.
 - a) Draw attention to relevant U3A Trust Advice notes,
 - b) Holds copies of our Constitution and any current model constitution prepared by U3A trust
 - c) Supply a copy of our constitution to each new member of the committee.
5. General Meetings and Committee Support
 - a) Room bookings and specification of requirements for Committee Meetings, General Meetings etc.
 - b) AGM – giving required notice to members and managing the procedures for the nomination and election of committee members.
6. Maintain documentation of:
 - a) Committee Minutes
 - b) Secretarial Mailing
 - c) Third Age Trust Mailing
 - d) Up to date advice notes
 - e) Current committee contact details and circulate to committee members
7. To ensure that committee meetings are properly administered.
8. To ensure that all other meetings such as AGM, EGM and events are properly administered.
9. Plan and prepare committee meetings and the AGM and any EGM with others as appropriate.
10. To draw up agendas in conjunction with the Chair.
11. Minute committee meetings, AGM and any EGM or ensure that another minute taker is available.

12. Accurately record decisions and actions in the minute of any meeting and report to next committee meeting on the progress of actions and the results of decisions.

13. Make arrangements for any necessary reporting to be carried out e.g. the annual report to members.

09-07-18