

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: SECRETARY (needs to be a trustee. See also the Trustee role description)

Role Description

To support the Chair in the smooth running of the charity

The responsibilities listed below are in addition to the statutory requirements and responsibilities of all trustees of charities in England as laid down by the Charity Commission.

Term of office

One year with the right to re-stand for two more years before a one year break before standing again with an absolute maximum of serving for 9 years. Trustees may resign at any time by giving written notice (unless this would reduce the trustee numbers to less than two).

The Secretary is an officer of the charity.

The responsibilities listed below are in addition to the statutory requirements and responsibilities of all trustees of charities in England as laid down by the Charity Commission.

Commitment

1 hour per week plus 1 day in the month of the Officers meeting (6 per year), 2 days in months when the management committee meet (4 per year) and 4 days for the AGM.

Relationships

With all members regardless of roles. With TAT and the Charity Commission.

Details of the Role

Overall purpose	To support the Chair in ensuring the smooth running of the management committee and the charity's relationship and communication with the Third Age Trust
Responsibilities:	<p>Take overall responsibility for the day to day administration of the charity.</p> <p>Plan and organise meetings of the management committee including preparing the agenda in liaison with the Chair.</p> <p>Ensure meetings are effectively organised and that an accurate record is written and is provided to the Chair for approval within 7 days and circulated to Trustees within 10 days.</p> <p>Deal with all correspondence and the circulation of information to the management committee and external bodies.</p> <p>Maintain the formal records of the charity and provide access of them as required..</p> <p>Act as an information and reference point for the management committee, members and external bodies</p>
Knowledge and skills required	Good organisation skills.

Resources needed	Own computer, internet connection, printer and phone
Resources available	Beacon membership and group's database. Zoom pro licence for online meetings. Webmail and email account secretary@romseyu3a.org.uk Expenses are reimbursable.

Aide Memoire

	Ensure management committee meetings are properly convened, constituted and quorate.
	Book all Committee Meeting and Officer's meeting dates and venues for the year.
	Attend all committee and officers meetings.
	Bring a copy of the current Constitution and other reference papers to Committee Meetings.
	Collect agenda items from committee members at least 10 days before each meeting. Determine any "Matters Arising" from previous minutes
	In consultation with the Chair, prepare and circulate the agenda and supporting papers for meetings, at least 7 days before each meeting.
	Print and take to each meeting a copy of the final minutes of the previous meeting for approval and signing by Chair.
	Write and present the Secretary's report to Committee meetings.
	Send Committee minutes to trustees within 10 days following meeting. Maintain master file of minutes and pass to next role holder.
	Ensure suitable arrangements for and prompt distribution of Third Age Trust material.
	Respond to incoming communications and advise/circulate to relevant members as appropriate. Including knowing where to refer questions regarding insurance cover, GDPR, etc. and other policies.
	Circulate mailings from Third Age Trust to trustees. Pass to relevant person to action where appropriate.
	Keep up to date files of all relevant papers, correspondence, etc.
March	Provide/agree with Publications Manager documents and/or electronic links for : * Committee Nomination form * Notice of AGM * Draft mins of last AGM
Annual	Together with Treasurer and Chair - Complete Charity Commission Return – no later than 10 months after the AGM
	Prepare annual report for AGM. Take minutes of AGM and following Chair's approval circulate to committee.
	Issue new Committee members with the current Constitution, roles and responsibilities, plus dates, times and venue of committee meetings.
	Ensure all new committee members complete an HMRC Fit and Proper person form, AND Responsibilities of Trustee form, both of which must be retained on file for the proscribed period
	Update committee membership Form (bottom right hand side TAT website https://www.u3a.org.uk/)
	Distribute to all committee members the contact details of all committee members and other volunteers and arrange for publication in next Newsletter/information leaflet, as agreed by committee..
	Update and maintain trustee information on Charity Comm. website