

# Taw U3A Secretary Role Description

## 1. Role summary

- To support the Chair in ensuring the smooth running of the board of Trustees (the committee).
- To take overall responsibility for the day to day administration of the U3A.
- To deal with all correspondence and the circulation of information.
- To ensure meetings are effectively organised and minuted.
- To maintain effective records.
- To act as an information and reference point for all members of the committee.

## 2. Main responsibilities

Please note

- The specific tasks listed below are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.
- Some of these tasks should be delegated to the Assistant Secretary and the delegation should be recorded for the benefit of the Trustees.

### 2.1. Organisation of meetings

- To book venues for committee meetings, AGMs and any other business meetings.
- To receive agenda items from committee members.
- To monitor the progress of decisions and agreed actions from the previous meeting/meetings
- To liaise with the chair to compile committee meeting agendas and agree supporting paperwork and to circulate with the draft minutes in good time.
- To ensure the minutes of the previous committee meeting are approved.
- To ensure any queries/comments/complaints from members are considered by the committee.
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.
- To assist the Chair with the annual report for presentation at the AGM.
- To help to organise the AGM and that all stipulated procedures are adhered to.
- To take minutes at committee meetings.

### 2.2. General administration

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by National Office.
- To ensure any mailings or information from National Office are disseminated to the committee - as required.
- To liaise with trustees to complete and return administrative documents from National Office and from the charity regulatory authorities including any changes in the committee.
- To maintain a file of accident reports.

- To renew CLA licence and PVSL licence, if required.
- To be responsible for ordering stationery, promotional materials and merchandise from National Office.
- To contact National Office with insurance queries or potential claims.
- To organise required maintenance or testing of U3A equipment. This can be delegated to the Tech Equipment Manager.

### **2.3. Correspondence**

- To respond to incoming correspondence, consulting with the committee where necessary.
- To write letters on behalf of the U3A as directed by the committee.

### **2.4. Maintenance of records**

- To act as the custodian of the U3A's constitution and the relevant policies and procedures.
- To develop an efficient and secure system for storing U3A information.
- To maintain an archive of important documents e.g. AGM minutes, annual reports, past committee meeting minutes – as agreed.
- To keep records of the U3A's activities and publications for reporting at the AGM.

### **2.5. Dissemination of information**

- To make approved committee meeting minutes available to any U3A member who requests them and/or make them available via the Taw U3A website.

## **3. Other**

- To carry out a comprehensive handover to a new Secretary when applicable.