

Secretary Role Job Description

This document is for guidance only and is not definitive

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

- 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 u3as may decide to delegate some of these tasks to other members of the committee e.g., a Minutes Secretary.

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 a quorum is present at each committee meeting.
- 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 record all decisions made and policies agreed in a 'policy and procedure' notebook.
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.
- To assist the Chair with the production of the annual report for presentation at the AGM.
- To help to organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.
- To take minutes at business meetings.
- To book the venue for and organise monthly meetings.

2.2. General administration

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by National Office.

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- 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, if applicable.
- To notify National Office of all relevant changes on 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 assist the Chair with the production of the annual report for the AGM.
- To organise required maintenance or testing of u3a equipment.

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.
- To keep a log of all incoming and outgoing correspondence for committee perusal.

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 compile lists of voluntary and community organisations, educational establishments, local media etc that the u3a may wish to establish links with.
- 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 receive mailings from the National Office and to communicate the information to the members of the committee and u3a members as appropriate, using all available means.
- To publicise an accessible diary of all meetings and events, local, regional and national.
- To make approved committee meeting minutes available to any u3a member who requests them and/or make them available via the u3a website.

3. Other

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