



WHEATHAMPSTEAD U3A

Executive Committee Job Descriptions

Secretary

1. Prepare the agendas for Executive Committee meetings and AGMs in consultation with the Chair and to distribute them.
2. Write and distribute the minutes of Executive Committee meetings and AGMs and retain the copies of the minutes that have been signed by the Chair.
3. Ensure that all action points agreed at Executive Committee meetings and AGMs are carried out and that all decisions reached at those meetings are adhered to.
4. Keep notes of the main substance of monthly speaker meetings and record the number of people present.
5. Maintain the Policy Book.
6. Handle communications with
 - a. the Third Age Trust and
 - b. external bodies and individualsand file such correspondence, except where these communications fall more specifically within the remit of another member of the Executive Committee.
7. Ensure that logos and branding are used in accordance with the standards laid down by the Third Age Trust and any standards that may be agreed by Wheathampstead U3A.
8. Complete the annual return for the Third Age Trust and to inform them of any changes in office bearers.
9. Be a signatory for the Wheathampstead U3A bank account.