

BUSINESS SECRETARY Whitley Bay University of Third Age. 19th May 2021

Purpose of the post:

To support the aspirations of the WBU3A, in a "corporate" governance role.
Maintain the records to comply with the Charity Commission requirements.
Liaise with the Third Age Trust, Northumbria u3a, and a3a networks.

Functions and responsibilities: The role is not clerical.

Support the Chairman in preparing the agenda and venue of the Executive Committee meetings and circulate to the members, chase up actions.

Keeper of the Constitution and archives.

Display the agenda for the AGM and take notes at the event, and prepare the minutes, and maintain previous files.

Receive correspondence and enquiries and action.

Update the Charity Commission annually, on any changes to trustee details.

Update Third Age Trust, and regional office, with changes to contact details.

Audit practices, at the direction of the Chairman, within WBU3A and others.

To distribute all material in consultation with Committee.

To be the point of contact and reference between meetings