

# Winchcombe U3A

## Job Description: Secretary

### Outline :

- **Ensuring that the U3A complies with its Constitution, legal requirements of the Charity Commission and relevant financial advice from the Third Age Trust (TAT)**
- **As an Officer and Trustee, liaise with the Third Age Trust on matters associated with the U3A movement,**
- **Draw up the agenda for the AGM and committee meetings and maintain the record of the decisions made.**
- **Act as contact person with the National U3A, the Charity Commission and local associations providing services to the whole U3A.**
- **Reply to general correspondence with the U3A (or alternatively passes them to a relevant person to deal with).**

### **Details include the following tasks / focus points, together with any other useful additional tasks.**

1. Compile Agenda for monthly committee meetings, having consulted with committee members for details of any Agenda items or discussion topics.
2. Circulate copies of the agenda and previous Minutes to committee members,
3. Ensure that the Minutes are recorded, typed and distributed to committee members.
4. Ensure that a copy of the Minutes of each Committee meeting is signed off by the Chair and retaining in a file.
5. Receive mailings from the Third Age Trust and forward to Committee and/or relevant members; also ensuring the membership are informed of relevant National information by forwarding the TAT Newsletter,
6. Retain copies of Confirmations of Insurance cover, and other appropriate items, received from the Third Age Trust.
7. Complete the Annual Return for the Third Age Trust.
8. Regularly view the Third Age Trust website and pass on any useful information to the Committee and/or to the Membership.
9. Maintain record of committee members' tenure of office.
10. Prepare AGM notification letter inviting nominations for forthcoming vacancies on the Committee, for distribution in line within appropriate timescale.
11. Ensure that the membership fees are reviewed each year, so that those for the following year can be voted on at the previous year's AGM.
12. Retain the master copy of the Constitution, make any amendments approved at an AGM, and send revised copies to the National Office, also arrange for the copy displayed on the website to be updated.
13. After AGM advise relevant authorities of committee changes. (National Office/Cotswold Link)
14. Retain master copies of Committee Job Descriptions.
15. Provide 'new committee induction packs' to newly elected committee members, and provide updated committee contact details to all committee members and arrange for website to be updated

16. Arrange for new committee members to sign a Trustee form and Charity Commission Declaration..
17. Update name badges.
18. Receive and file Accident /Incident Report forms.
19. Deal with enquiries from Members, passing information or the enquiry to the appropriate committee member.
20. Complete administration duties with Charity Commission including Annual Return.

### **Summary of other tasks**

#### **Monthly Open Meetings**

- To ensure that any relevant announcements are made.

#### **Annual General Meeting**

- Calling notices to go out to all members – giving notice of AGM and requesting any motions
- Collect nominations for committee members.
- At least 21 days before AGM, send out a detailed Agenda, copy of our constitution ( to be adopted), copy of any resolutions and nominations received for new committee. and previous year's Minutes to members..
- Print an agreed number of Agendas and Minutes for the meeting itself.

#### **Maintain filing system:**

- To keep electronic copies of all information, Minutes etc.
- To keep hard copies of minutes, Cotswold Link updates, insurance details, policies, constitution.

#### **National Conference, AGM and Summer Schools:**

- To disseminate material from the Third Age Trust & other bodies as is appropriate to the specific material.