

Witney u3a

Committee Role Description

Position: **Business Secretary**

Objective: To ascertain, understand and deploy, where appropriate, all legal and regulatory requirements relating to charitable membership entities and to ensure that Witney u3a seeks to achieve full compliance.

Responsible for:

- (a) Remaining up to date on all matters relating to the functioning and activities of Witney u3a in order to ensure all obligations are fulfilled to those bodies and agencies under whose auspices we operate.
- (b) Seeking information from relevant bodies on matters concerning good governance.
- (c) Communicating salient topics to Committee for discussion, review and/or action.
- (d) Being familiar with the approved Constitution and Code of Practice of Witney u3a.
- (e) Receiving, monitoring and distributing information from National Office. Completing the Annual Return to the Charities Commission, including any changes to the Constitution and details of all appointed Trustees.
- (f) Completing the Annual Return to the Third Age Trust.
- (g) Providing the Committee and the Membership with updated suitable policies relating to Data Protection, Equality, Accessibility, Safeguarding and Financial Affairs.
- (h) Ensuring annual insurance policy details are updated.
- (i) Ensuring that licences for copyright are kept up to date.
- (j) Ensuring that safety measures relating to members' activities and to equipment employed therein are fully understood.
- (k) Staying familiar with Fire regulation measures at major venues and keeping Committee apprised of their responsibilities thereto.
- (l) Ensuring retention of all archive materials, as demanded by regulators, in an accessible form and ensuring that records are updated annually.
- (m) To participate in general discussions relating to the development of Witney u3a and to be familiar with and supportive of the roles of other officers in the achievement of agreed aims. To take part in occasional projects and activities, as required.

Responsible to: The Committee and membership

Authority: No authority to spend u3a money without prior approval nor to countersign cheques on behalf of Witney u3a unless approved by the Committee.

Updated April 2023