



Job Description - Secretary

Role Summary

- To support the chair in ensuring the smooth running of the board of Trustees (the committee).
- 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.

Main Responsibilities

Organisation of meetings

- To book venues for committee meetings, AGM's and any other meetings.
- To receive agenda items from committee members.
- To monitor the progress of decisions and agreed actions from previous meetings.
- To liaise with the chair to compile committee meeting agendas and agree supporting paperwork and to circulate 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 that any queries/comments/complaints from members are considered by the committee.
- To produce the AGM agenda and supporting paperwork, in consultation with the committee, for circulation to the members.
- To help 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 record all decisions made and policies agreed.
- To book the venue for and organise monthly meetings.

General administration

- To stay up to date with information, policy and procedural changes and legislative requirements, as advised by National Office.
- To ensure any mailings or information from National Office are disseminated to the committee, as required.
- To notify National Office of any relevant changes on the committee.

To act as Northampton u3a contact for the Charity Commission and notify them of any trustee changes.

To maintain a file of accident reports.

To renew CLA 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.

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.

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 maintain an archive of important documents, e.g. AGM minutes, annual reports, past committee minutes, as agreed.

Dissemination of information

To receive mailings from the National Office and communicate the information to the members of the committee and u3a members as appropriate, using all available means.

Other

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