

PRESTON PARK u3a

JOB DESCRIPTION FOR SECRETARY where there is a separate Minute Taker

1. Organisation of meetings

- To liaise with the Chair and Minute Taker to compile Committee meeting agendas and agree supporting paperwork
- To monitor the progress of decisions and agreed actions from the previous meeting
- To ensure a quorum is present at each Committee meeting
- To ensure the minutes of the previous Committee meeting are approved
- To produce the AGM agenda and supporting paperwork in consultation with the Chair/Committee for circulation to the members
- To help to organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to as in the PP u3a Constitution
- To check minutes at business meetings
- To keep Committee Reminder list up-to-date

2. General administration

- To stay up-to-date with information, policy and procedural changes and legislative requirements as advised by National Office
- To liaise with Trustees to complete and return administrative documents from National Office and from the charity regulatory authorities
- To notify National Office of all relevant changes to Officers and complete the Annual Return

3. 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

4. Maintenance of records

- To maintain an archive of Committee meeting minutes and minutes of AGM's and SGM's
- To hold the u3a Constitution and relevant policies and procedures

5. Dissemination of information

- To receive mailings from National Office and to communicate the information to Committee members and u3a members as appropriate
- To make approved Committee meeting minutes available to any u3a member who requests them and/or make them available via the u3a website

6. General

To assist other Committee members in organising PPU3a events where required.

December 2024