

SECRETARY DUTIES AND RESPONSIBILITIES

Role Summary

The Secretary deals with all incoming correspondence, is responsible for organising documentation for each committee meeting and distribution of minutes to the committee members, as well as sending out documents for AGMs to all members. The Secretary, with the Chair provides a link between our u3a and the National Organisation.

Main Responsibilities

- Check Secretary's email for requests from members, activate and acknowledge them
- Check Secretary's email for requests/instructions from Committee members, active and acknowledge them
- Check Secretary's email for requests from external sources, activate and acknowledge them
- Check emails from Head Office and circulate if appropriate
- Research, report back and/or action any matters arising from committee meetings that have been delegated to the Secretary
- Fill in the u3a Annual Return and update u3a committee details portal
- Responsible for liaising with the Website Administrator with regard to Committee-owned content and procedures
- Keep an inventory of all equipment, including its location
- Keep National and Kent Area up to date with details of 'office bearers'
- To maintain a file of accident reports or complaints
- To maintain an electronic and paper file of all Agendas and Minutes, which must be available for inspection by any member who wishes it

Committee Meetings

- To set the agenda for each Committee meeting, taking into account any requests for items from the rest of the Committee, as well as the standard items and any annual items that need to be addressed
- Forward the agendas to each Committee member and the relevant Minute Taker prior to the meeting
- To check through the Minutes once received from the Minute Takers, amending if necessary, and forwarding to each Committee member and the relevant Minute Taker with next Meeting's Agenda (as above)
- To ensure a 'true copy' to be agreed and signed by the Chair

AGM's

- Setting out and managing the Time Line for the preparation of the AGM
- Preparing all documentation for the AGM in consultation with the rest of the Committee members
- Receive and collate members votes by email where possible
- Email information to members prior to the meeting
- Organise printing of extra copies of Agenda (and possibly any other relevant documents)
- To ensure a 'true copy' to be agreed and signed by the Chair