BIRKDALE & AINSDALE u3a
Role description – Secretary
Registered Charity Reference No. 1209682

Category: Recruitment

1. Document purpose

To outline the role and responsibilities of a secretary; sometimes referred to as a Business Secretary.

2. Role summary

- To support the Chair in ensuring the smooth running of the board of Trustees (the committee).
- To take overall responsibility for the day-to-day administration of the u3a.
- 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.

3. Responsibilities

Please note, the specific tasks listed below are in addition to the statutory requirements and responsibilities of trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies. Some u3as may decide to delegate some of these tasks to other members of the committee e.g. the Minutes Secretary.

3.1. Organisation of meetings

- To book venues for committee meetings, AGMs and any other business meetings.
- To receive agenda items from committee members.
- To monitor the progress of decisions and agreed actions from the previous meeting/meetings

• To liaise with the chair to compile committee meeting agendas and agree supporting paperwork and to circulate with the draft minutes 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 any queries/comments/complaints from members are considered by the committee.

• To record all decisions made and policies agreed in a 'policy and procedure' notebook.

• To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.

• To assist the Chair with the production of the annual report for presentation at the AGM.

• To help to organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.

• To organise that minutes are taken at business meetings.

• To book the venue for and organise monthly meetings.

3.2. General administration

• To stay up to date with information, policy and procedural changes and legislative requirements as advised by u3a Office.

• To ensure any mailings or information from u3a Office are disseminated to the committee - as required.

• To liaise with trustees to complete and return administrative documents from u3a Office and from the charity regulatory authorities, if applicable.

• To notify u3a Office of all relevant changes on the committee.

• To maintain a file of accident reports.

• To renew the CLA licence, if required.

• To be responsible for ordering stationery, promotional materials and merchandise from u3a Office.

• To contact u3a 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.

3.3. 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.

• To keep a log of all incoming and outgoing correspondence for committee perusal.

3.4. 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 compile lists of voluntary and community organisations, educational establishments, local media etc that the u3a may wish to establish links with.

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

• To keep records of the u3a's activities and publications for reporting at the AGM.

3.5. Dissemination of information

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

• To publicise an accessible diary of all meetings and events, local, regional and national.

• To make approved committee meeting minutes available to any u3a member who requests them and/or make them available via the u3a website.

3.6. Specific to *Birkdale & Ainsdale u3a*

- As Secretary of *Birkdale & Ainsdale u3a*, together with the Chairperson, you will be a senior keyholder and hold responsibility for the security of St Peter's Church Hall. That is in ensuring the property is left tidy and secure, that heating and lighting is switched OFF. That the water heater in the kitchen is switched to STAND-BY. All our drawers and the cupboard are locked after our equipment is stored away. This includes ensuring all our cups are in the correct box in the kitchen, and our refreshments box is locked in the main cupboard.

3.7. On completion

• To carry out a handover to the new Secretary.