

Role Description - Secretary

1. Role Summary

The charity secretary is primarily responsible for the smooth and efficient running of committee meetings, and providing assistance and support to the Chair of the committee. They are also responsible for maintaining effective communication with the Third Age Trust.

2. Main Responsibilities

- **Organisation of Meetings**
- **General Administration**
- **Maintenance of Records**
- **Dissemination of information**

3. Example of Specific Duties

- ❖ Plan meeting dates, book rooms, send out notifications, minutes and other papers.
- ❖ To receive agenda items from committee members
- ❖ Draw up agendas together with the Chair.
- ❖ Minute committee meetings, accurately recording decisions and actions in the minutes and report to the next committee meeting on the progress of actions and the result of decisions.
- ❖ 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 committee for circulation to the members
- ❖ To maintain an archive of important documents e.g. AGM minutes, annual reports, past committee meeting minutes – as agreed.
- ❖ 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.

4. Qualities

- 4.1. To have good listening, oral and literacy skills.
- 4.2. To be organized and methodical.
- 4.3. Able to take good minutes
- 4.4. Able to keep accurate records
- 4.5. Basic Computer Skills