

Role Summary

As Secretary you will:

- be the main point of contact for the committee
- ensure you meet the objectives of our u3a by following our constitution and the law in ensuring effective governance, and act in line with the [u3a Trustee Code of Conduct](#)
- Submit the annual return to u3a in liaison with Chair and/or Treasurer
- work closely with the Chair to organise and schedule all committee activity, in particular Committee meetings and the AGM

Main Responsibilities

- Prepare and organise committee meetings, AGMs and any other meetings. This will include planning agendas, documents, meeting minutes and other paperwork
- Monitor decisions and agreed actions from meetings and record all decisions
- Keep comprehensive records of all u3a documents, such as accident reports, licenses, decisions, minutes of meetings, annual reports and AGM procedures
- Serve as the main point of contact for information and communication at our u3a, and between the Committee and our members, ensuring this is ongoing and effective
- Keep track and respond to all communication
- Make sure the Third Age Trust (u3a Office) is kept up to date with any change in committee members by updating the [Contact details portal](#)
- Stay up to date with policy and procedural changes from the Third Age Trust and the charity regulator.
- ensure policies and procedures are reviewed and updated regularly and displayed on the u3a website
- Keep on top of practical responsibilities at our u3a, such as having a secure storage for u3a information.