

BUSINESS SECRETARY

Role Description

The Secretary is considered to be the committee's organiser and the person most involved in the practical tasks required to run the U3A, by keeping the wheels of the organisation turning. The Chairman and the Secretary need to be able to work well together and agree upon a course of action. Mutual trust is essential. This role requires someone who enjoys dealing directly with people and where required, on a personal level.

Key attributes

Confidentiality, efficiency and ability to communicate well.

Tasks & responsibilities:

Act as signatory for financial & contractual matters

Arrange external venues required by the Committee.

Provide copies of documents at meetings as required/requested (minutes/agenda's etc), ensuring the meeting is quorate (as per the constitution).

Convey any decisions taken to absentees who may be required to take action.

Deal with correspondence as directed.

Ensure current Licences and other documents etc., are added to the Website.

Be the point of contact for external or National U3a bodies, and reference as required ensuring that information is relayed to the committee and/or passed on to the membership.

Maintain an up to date list of current Committee members on the website.

Keep the annual charities commission registration up to date.

Maintain the Policies & Procedures documentation.

Responsibilities as a Committee Member

Be aware of the requirements of being a U3A Trustee.

- Be prepared to assist with/perform any other tasks at the request of the Committee.
- Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.



- Be familiar with the Plymouth U3A Constitution.
- Promote the U3A ethos & Encourage others to volunteer to assist the committee
- Be familiar with the Plymouth U3A Constitution and adhere to GDPR