

PLYMOUTH U3A - MINUTES SECRETARY

Role description

- Request items for the ECM Agenda and then compile & distribute in readiness for the meeting.
- To take accurate minutes of the Executive Committee Meetings and distribute them to all members via email
- Ensure signed copies of minutes are added to the website.
- To take minutes of the Annual General Meeting of the Plymouth U3A for distribution to all members.
- Exchange communication and correspondence with the Executive Committee via email
- To take notes at the annual Group Leaders' Meeting
- To update the Plymouth U3A Policy and Procedures document as required.
- Be familiar with using Microsoft Office or similar

Responsibilities as a Committee Member

- 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



Updated November 2020