

Plymouth U3A – Business Secretary

Role Description – this role must be held by a serving committee member.

The Secretary is a 3year term and 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 courses 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 clearly. Possesses up to date IT skills (word/excel, on-line communications etc).

Tasks & responsibilities:

1. Act as signatory for financial & contractual matters
2. Agree hire contracts with external venues as required by the Committee (as applicable as this is a very rare occurrence) .
3. Create and provide copies of documents at meetings as required/requested (minutes/agenda's etc), ensuring the meeting is quorate (as per the constitution).
4. Submit (proxy) decisions/opinions provided by absentees in committee meetings
5. Convey actions allocated to absentees where they are required to take action.
6. Deal with correspondence as directed.
7. Ensure current copies of Licences and other documents are submitted to the Webmaster for addition to the Website.
8. Be the point of contact for external or National U3A bodies, ensuring that updates are relayed to the committee and/or passed on to the membership.
9. Maintain an up to date list of current Committee members and keep the annual charities commission registration up to date.
10. Be aware of the Process & Procedures document

Responsibilities as a Committee Member

- Attend Committee meetings and contribute to the running of the U3A.
- 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

May 2022