



Plymouth u3a- 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. The Chairman and the Secretary need to be able to work well together and agree upon courses of action. The Secretary deals with matters such as the construction of meeting agendas in consultation with other committee members. The Secretary also ensure that legal processes are carried out, for example the annual report return as required by the Charities Commission. The Secretary is responsible for administration of the AGM- sending out invitations to members to attend the meeting, submit agenda items, and to propose members for election to committee posts. If needed, the Secretary will organise a ballot process for the election of committee members.

Key attributes:

The ability to be well-organized and keep accurate records is key. Must be able to communicate efficiently with other committee members, u3a members and the National Office personnel. Competent in the use of relevant software.

Tasks and responsibilities:

- Maintain an up-to-date list of current Committee members and keep the annual Charities Commission Registration up to date. Ensure that committee members and visitors to committee meetings, as appropriate, have signed confidentiality agreements.
- Consult committee members to create an agenda for monthly committee meetings. Ensure that each committee meeting is quorate (as described in the constitution).
- Manage the communications to allow members to attend the AGM, submit matters for the agenda and propose new committee members for vacant roles. Arrange a ballot process if needed.
- Act as signatory for financial & contractual matters, agree hire contracts with external venues as required by the Committee (this is not a common occurrence).

- Hold the Plymouth u3a PayPal account, liaise with the Treasurer and Membership Secretary as necessary with respect to members joining and renewing via PayPal. Manage the account, making withdrawals and liaising with the Treasurer.
- Monitor data for membership and attendance at General Meetings.
- As necessary, liaise with National Office to order TAM as requested by entitled members.
- Deal with correspondence as directed. 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, as appropriate.
- Ensure current copies of Licenses and other documents are submitted to the Webmaster for addition to the Website.

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 and encourage others to volunteer to assist the committee.