



## **Plymouth u3a- Minutes Secretary.**

### **Role Description**

The Minutes Secretary produces accurate official records of formal meetings held by Plymouth u3a. They distribute draft versions as required and invite amendments as necessary. The final versions, approved by the Executive Committee, are published by the Webmaster. “Formal meetings” includes monthly committee meetings, the Annual General Meeting of Members and the annual meeting of Group Leaders.

### **Key attributes**

Confidentiality, efficiency and the ability to communicate well and liaise with other u3a members including committee members. A good level of IT literacy is required for this role.

### **Tasks and responsibilities:**

- Corresponds with Executive Committee members via email, as necessary
- Attends Committee and other meetings and contributes to the effective running of the Plymouth u3a. Records accurately the discussions and decisions made.
- The Minutes Secretary distributes a draft of the minutes/notes promptly and invites amendments to ensure accuracy of reporting.
- The final documents are approved at the next appropriate meeting, and then passed to the webmaster for displaying on the u3a 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