



## **Role description – Verwood u3a Secretary**

### **1. Document purpose**

To outline the role and responsibilities of the Verwood u3a Secretary,

### **2. Role summary**

- To support the Chair in ensuring the smooth running the Committee.
- To deal with correspondence and the circulation of information as requested and agreed
- To ensure meetings are effectively organised and that Minutes are taken.
- To maintain effective records.

### **3. Main responsibilities**

#### **3.1. Organisation of meetings**

- To receive agenda items from committee members.
- To monitor the progress of decisions and agreed actions from the previous meeting/meetings
- To liaise with the chair to compile committee meeting agendas and agree supporting paperwork and to circulate with the draft minutes in good time.
- To ensure a quorum is present at each committee meeting.
- To ensure the minutes of the previous committee meeting are approved.
- To record all decisions made and policies agreed in a 'policy and procedure' notebook.
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.
- To help to organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.
- To take minutes at business meetings.

#### **3.2. General administration**

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by u3a Office.
- To ensure any mailings or information from u3a Office are disseminated to the committee - as required.
- To notify u3a Office of all relevant changes on the committee.
- To help maintain a file of accident reports.
- To renew the CLA licence, if required.
- To be responsible for ordering stationery, promotional materials and merchandise from u3a Office.
- To contact u3a Office with insurance queries or potential claims.

- To assist the Chair with the production of the annual report for the AGM.

### **3.3. Correspondence**

- To respond to incoming correspondence, consulting with the committee where necessary.
- To write letters on behalf of the u3a as directed by the committee.
- To keep a log of all incoming and outgoing correspondence for committee perusal.

### **3.4. Maintenance of records**

- To act as the custodian of the u3a's constitution and the relevant policies and procedures.
- To develop an efficient and secure system for storing u3a information in conjunction with Beacon Manager
- To maintain an archive of important documents e.g. AGM minutes, annual reports, past committee meeting minutes – as agreed.
- To keep records of the u3a's activities and publications for reporting at the AGM as required

### **3.5. Dissemination of information**

- To receive mailings from the u3a Office and to communicate the information to the members of the committee and u3a members as appropriate, using all available means.
- To make approved committee meeting minutes available to any u3a member who requests them and/or make them available via the u3a website.

### **3.6. On completion**

- To carry out a comprehensive handover to the new Secretary.