# Role description – Secretary

## The role:

As Secretary you will:

- Be the main point of contact for the Support Team.
- Ensure you meet the objectives of our u3a by following our constitution and the law in ensuring effective governance, and act in line with the u3a Trustee Code of Conduct.
- Work closely with the Chair to organise and schedule all Support Team activity, helping our u3a to run successfully.

## Skills & attributes:

- Good organisation skills; methodical approach with strong attention to detail and accuracy.
- Expert at keeping track of dates, bookings and policy documents.
- A team player who enjoys working with others.
- Comfortable being an assertive communicator.

## Support for your role:

- Help from experienced and current Support Team members.
- Trustee induction with our u3a.
- Handover and support from the outgoing Secretary, where possible.
- Information, advice and workshops are available from the Third Age Trust, via the u3a website or by email, info@u3a.org.uk.
- Networking opportunities with local u3a networks, region/nation support teams and Council Representatives.

## Key tasks:

Please note that some duties can be delegated to other members of the Support Team and or volunteer, by agreement of the Trustees.

- Follow our u3a's constitution and meet its charitable goals.
- Be committed to running a successful u3a for the benefit of our members.
- Follow the statutory requirements and the guidance from the charity regulator.
- Prepare and organise committee meetings, AGMs and any other meetings. This will include planning agendas, documents, meeting minutes and other paperwork.
- Monitor decisions and agreed actions from meetings and record all decisions.

- Keep comprehensive records of all u3a documents, such as accident reports, licenses, decisions, minutes of meetings, annual reports and AGM procedures.
- Serve as the main point of contact for information and communication at our u3a, and between the Support Team and our members, ensuring this is ongoing and effective.
- Keep track and respond to all communication.
- Make sure the Third Age Trust (u3a Office) is kept up to date with any change in committee members by updating the Contact details portal.
- Stay up to date with policy and procedural changes from the Third Age Trust and the charity regulator.
- Keep on top of practical responsibilities at our u3a, such as having a secure storage for u3a information. Responsible for u3a equipment and the renewals of u3a registration dates.

## Helpful information

- Charity Commission 5-minute guides for charity trustees.
- u3a Trustee Code of Conduct.
- To find out more, please email chair@burscoughu3a.org to learn more about the role.

| u3a | **Role description: Secretary** | **The Third Age Trust** |
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