

# Secretary

## ROLE DESCRIPTION

Updated May 2023 – based on The Third Age Trust's "Committees & Procedures" paper

### Introduction

The Secretary is usually the committee scribe and works with the committee to keep the wheels of the organisation turning. Key skills and characteristics:

- A good organiser
- Systematic
- Diplomatic and approachable
- A clear thinker
- Calm

### Tasks

- To agree the agenda for the committee meetings and the Annual General meeting (AGM) with the Chairperson
- To send out agendas with any relevant discussion papers
- To arrange venues for committee meetings and AGM as required
- To take fair and accurate minutes of committee meetings and the AGM and agree them with the Chairperson and the committee – this task may be delegated to a minute secretary
- To take any actions as required following committee meetings
- To deal with correspondence addressed to the Secretary
- To present a report to the AGM

- To upload committee and AGM minutes to the website
- To notify the Third Age Trust, the Yorkshire and Humberside Region and WestNet u3as of any changes in committee membership
- Maintain the 'aide-memoire' of monthly points for discussion at the committee meetings
- Assist, where possible in the running of the u3a's monthly talks and any events staged by the u3a
- Prepare name badges for committee members