

New Mills & District U3A

Business Secretary – Role and Responsibilities

In outline, the Secretary is concerned with communication, continuity and the effective running of the U3A, supporting the Chair and other officers.

1. Provides general contact point via *secretary@newmillsu3a.org.uk*
 - a) Respond to enquiries or, where appropriate, pass to another member of the committee.
 - b) Respond on behalf of the committee for outside services rendered.
2. Is contact for Third Age Trust, receiving regular mailings on U3A published materials and activities. Also mailings from East Midlands Trustee.
3. Encourages and develops cooperation with other U3As.
4. Is involved in resolving any legal, constitutional or charity concerns.
 - a) Draw attention to relevant TAT Advice notes,
 - b) Holds copies of our Constitution and any current model constitution prepared by TAT..
 - c) Supply a copy of our constitution to each new member of the committee.
 - d) Contact with the Charity Commission in liaison with the Chair.
5. General Meetings and Committee Support
 - a) Room bookings and specification of requirements for Committee Meetings, General Meetings and Coffee Mornings.
 - b) AGM – giving required notice to members and managing the procedures for the nomination and election of committee members.
6. Maintain documentation of:
 - a) Committee Minutes
 - b) Secretarial Mailing
 - c) Third Age Trust Mailing (excluding attached documents)
 - d) Up to date advice notes
 - e) Hold (confidential) Fit & Proper Person declarations of trustees – required, but not submitted to, HM Revenue & Customs
 - f) Current committee contact details and circulate to committee members