



## **JOB DESCRIPTION**

### **SECRETARY**

#### **The Role**

Provide the essential administration support for the Knutsford U3A

#### **General**

- Liaise with the Chair on the agenda for Committee and other meetings and distribute.
- Distribute any relevant papers for Committee and other meetings
- Take and distribute the Minutes of Committee meetings
- Keep files of Minutes of Committee meetings and any correspondence
  
- Organise the AGM and take the Minutes
  
- Book venues for Committee, General Meetings and any other meetings as required
  
- Receive information from National Office and distribute as required
- Distribute any relevant information from North West Region
- Liaise with the Chair on any course of action arising from this correspondence
  
- Keep an archive relating to our U3A events and activities