



JOB DESCRIPTION

SECRETARY

Link with U3A network

- Be the contact for the U3A national office, receiving their information by email and post, and distributing as required.
- Inform the national office of any changes required in the information they hold on our U3A- change of Chair, Business Secretary, Membership Secretary or Treasurer.
- Distribute information from the NW region.
- Liaise with Committee colleagues, particularly the Chair and Vice Chair as appropriate.

Meetings and minutes

- Book venue (KMC) for Committee meetings and Members Meetings for the year ahead.
- Take the minutes at Committee meetings.
- Confirm with the Chair, ready for distribution to Committee members.
- Liaise with the Chair and Vice Chair on procedures in advance of the AGM.
- A few weeks in advance of the AGM, decide with the Chair on the best way to distribute the minutes of the previous AGM to members. If they are to be printed, arrange for Technotype to produce 150 copies.
- Take the minutes of the AGM, and confirm with the Chair.