

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 minutes with the Committee and then distribution to Committee members.
- Liaise with the Chair and Vice Chair on procedures in advance of the AGM, and arrange for minutes of the previous AGM to be circulated.
- Take the minutes of the AGM, and confirm with the Chair.
- Send out copies of Kanuta for those members without email addresses