

SECRETARY

Rôle Outline

The Secretary provides support to the Chair in the area of practical and material administration.

Main Responsibilities

To attend the current running of Christchurch U3A and to administrate its formal meetings and records.

To maintain an indexed archive of the relevant U3A events and records, for the management of Christchurch U3A.

Tasks

- 1 To prepare the Agenda for Committee meetings in consultation with the Chair;
- 2 To distribute the Agenda and any other relevant papers to Committee members;
- 3 To attend Officers' meetings and ensure that minutes are taken (by, for example, the Minutes Secretary) and distribute said minutes to Committee members;
- 4 To prepare the Agenda for the Annual General Meeting (AGM) in consultation with the Chair;
- 5 To prepare the Annual Report for the AGM and for submission to the Charity Commission in preparation for the election of the Committee at the AGM, to arrange for the publication of Nomination forms and to receive completed forms;
- 6 To arrange for the conduct of any elections that may be required at the AGM;
- 7 To be the correspondent for the Charity Commission, receiving any information sent out, distributing it as appropriate and sending the Annual Return back;
- 8 To receive regular mailings from National Office and to distribute them as appropriate;
- 9 To deal with any correspondence received and to hold any documents and papers that need to be kept (currently up to six years);
- 10 To ensure the accuracy of the register of the Committee members, including name, address, telephone number and e-mail address;
- 11 To arrange a handover for new Committee members and post holders, including Agreed Rulings and Procedures;
- 12 To maintain a register of Christchurch U3A assets;
- 13 To periodically review the contents of the Archive and recommend either removal of items (due, say, to lack of interest) or addition of new items in agreement with the Management Committee;
- 14 To monitor the security of Archive material, in either hard copy or electronic form, and ensure that the index is updated;
- 15 To ensure that the provisions of The Data Protection Act and any other relevant legislation are complied with in the Archive.

Committee rôle

A member of the Committee is also a Trustee of Christchurch U3A.

All Committee member rôles include the following undertakings:

- 1 To ensure that the Objectives and Principles of the University of the Third Age are maintained;
- 2 To understand the rôle of a Trustee of Christchurch U3A;
- 3 To report to, attend and participate in Committee and Officers' meetings;
- 4 To keep all members of the Christchurch U3A Management Committee aware of any matters relating to one's area of responsibility and, where appropriate, report any issues which may arise;
- 5 As an Officer, to represent Christchurch U3A to the public as and when necessary;

- 6 To understand and accept the responsibility for keeping the archive up to date with the material assigned to them and keep the archivist informed of changes;
- 7 Prior to the end of the term of office, to provide training in the rôle, and act as mentor, to a successor and ensure an orderly handover of relevant documentation.