

PLYMSTOCK & DISTRICT U3A

Role Description

Secretary

- The Secretary is usually the committee organiser and often the person most involved in the practical running of the u3a group.
- He/she keeps the wheels of the organisation turning.
- The Chair and Secretary need to be able to work well together and agree upon a course of action. Mutual trust is essential.
- The Secretary is the committee minutes recorder.

Character traits:

He/she needs to be:

- A good organiser
- Systematic
- Diplomatic and approachable
- A clear thinker
- Calm.

Tasks:

- To keep the Chair well informed as correspondence is often addressed to the Secretary
- To construct the agenda for the meetings with the Chair.
- To send out agendas with relevant discussion papers in good time
- To arrange venues and equipment as required
- To take spare copies of the papers
- To ensure the meeting is quorate (see constitution)
- To convey decisions taken to the people who may be required to take action

- To take action as required following the meeting
- To deal with correspondence following discussion with the Chair
- To maintain full and accurate files including minutes
- To be the point of contact and reference between meetings
- To be the link with the National Office and to ensure that information is relayed to the committee and passed on to the membership
- To take fair and accurate minutes of the meeting and, having agreed them with the Chair, circulate them to the committee for approval at the next committee meeting.