

Sherburn & Villages U3A

Practicalities of being Business Secretary.

Officer role – elected for 2 years no limit to number of terms.

Attend monthly Committee meetings (subject to holidays etc)

Take minutes of meetings, write up after the meeting and agree with chair before they are circulated usually by the chair. **(This task could be undertaken by another committee member or minutes secretary if necessary)**

Attend monthly general meetings (if possible) to help out with various essential tasks.

Receive correspondence – inform chair if necessary before meeting and bring to meeting to inform the committee.

Create and circulate agenda for committee meetings

Take action after meetings including conveying Committee decisions as required by the Committee to third parties.

Maintain S&V U3A official files including signed minutes and display copy of minutes at monthly meeting.

Be point of contact for enquiries.

Be the link with National Office and ensure information from them is relayed to the committee. Normally this comprises monthly mailings and includes notices of insurance updates carried out by Third Age Trust and prompts for information required by National Office two or three times a year.

In conjunction with chair – prepare notices for Special and Annual General meetings, display/circulate as required by the Committee. Receive nomination forms for committee and motions for AGM and arrange for them to be put onto website. Take minutes of such meetings and write up. Organise ballot if a vote becomes necessary.

Signatory on S&V current account.