

EXETER U3A

GENERAL SECRETARY'S ROLE & RESPONSIBILITIES

The General Secretary is an officer of the Committee and a Trustee of the Exeter U3A and can serve in this capacity for a period of up to three years consecutively, if re-elected.

The secretary attends committee meetings and supports the activities of the Exeter U3A and the Third Age Trust in accordance with the constitution and its described aims and objectives.

Specific Tasks

1. Committee Meetings

Book venue for committee meetings.

Advise Treasurer of bookings.

Keep committee informed of dates and times of meetings.

Supply agenda as agreed with the Chair.

Report relevant items of correspondence received and sent.

When previous meeting's minutes have been approved ensure they are uploaded on the website

2. AGM

Make all necessary arrangements for the AGM.

Ensure that notice of the date and venue of the meeting are communicated to all members via Newsletter around 3 months prior.

9 weeks before arrange with printers to print necessary documents for those without email.

8 weeks before advise that any items for inclusion in the agenda must be submitted to the Secretary.

7 weeks before via Beacon, or post, send to all members copies of the previous AGM minutes, Nomination forms for the Election of Officers and Committee Members and the Notice.

Agenda for the AGM to be available at time of meeting on screen having first sent the previous agenda to the Chairman

Arrange for minutes to be taken.

3. U3A Trust

Make regular returns to the U3A Trust as may be required.

4. Information Sharing

Inform U3A members, via the Newsletter, of events and Shared Learning Projects forwarded by the Third Age Trust.

Forward relevant information from the Third Age Trust, the website and any other relevant source to appropriate Group Coordinators.

5. Groups

Make an initial booking for a new group starting up ensuring there are sufficient numbers in the group to justify the cost of the room. Thereafter the convener makes the bookings copying in the secretary who then forwards this information to the Treasurer.

July 2020