

SECRETARY JOB DESCRIPTION

1. Prepare the agendas for Executive Committee meetings and AGMs in consultation with the Chair and to distribute them.
2. Write and distribute the minutes of Executive Committee meetings and AGMs and to retain the copies of the minutes that have been signed by the Chair.
3. Ensure that all action points agreed at Executive Committee meetings and AGMs are carried out and that all decisions reached at those meetings are adhered to.
4. Maintain the Policy Book.
5. Handle communications with
 - a. u3a UK and
 - b. external bodies and individualsand file such correspondence, except where these communications fall more specifically within the remit of another member of the Executive Committee.
6. Ensure that logos and branding are used in accordance with the standards laid down by u3a UK and any standards that may be agreed by Wheathampstead u3a.
7. Ensure that Wheathampstead u3a is suitably protected by insurance.
8. Complete the annual return for u3a UK and to inform them of any changes in office bearers.
9. Complete the annual return for the Charity Commission and inform them of any changes in trustees.