

Job Description - Business Secretary



The Committee has four officer roles, the Chair, Vice Chair, Treasurer and Business Secretary. Committee Officers shall serve for a period of 3 years. The Secretary can serve 2 consecutive terms in the same role (see constitution for more details).

Roles and Responsibilities

- To be an officer member of the Preston and District U3A Committee, which meets 6 times per year.
- To attend the AGM.
- To be a trustee of the U3A Preston and District Charity.
- To maintain accurate information relating to Preston and District U3A on the Charity Commission website. File the financial statements on the Charity Commission website following the AGM.
- In consultation with the Chair, draw up agendas for Committee meetings and circulating these to Committee members with the reports from Committee members
- To be responsible for recording and circulation to Committee members minutes of the discussions that took place at Committee Meetings and the AGM.
- To receive mailing from the Third Age Trust (Head Office) and disseminate to the Committee.
- Communicate with the Third Age Trust as required.
- Holding a file of insurance documents and licences received from Head Office.
- To communicate with Membership when necessary.
- Supporting the Committee at some of its events e.g. coffee mornings.

Skills and Attributes

- Word- processing and email essential
- Good organisational skills
- Good communication skills
- Team working
- Able to use initiative

Confidentiality

Once a Committee decision has been reached, Committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in meeting should be regarded as confidential.

Data Protection

Any membership data which you have access to should only be used for the purposes of carrying out your job role. Data should not be stored on your personal computers indefinitely. All data should be deleted once it is no longer required.

Other Information

- Your name and phone number will appear on our printed fliers and in Good Times Magazine.
- Storage of information – Agenda and minutes of Committee meetings, AGMs and copies of financial accounts need to be kept for 6 years plus the current year.
